

SANDLEHEATH PARISH COUNCIL

VACANCY FOR CLERK AND RESPONSIBLE FINANCE OFFICER

Sandleheath is a small village to the west of Fordingbridge, which has a little over 500 residents and a precept of £7954

Sandleheath Parish Council is seeking a Clerk and Responsible Finance Officer. The successful candidate will work an average 5 hours a week from home and out and about in Sandleheath – including a monthly 2-3 hour, evening Council meeting, usually on a Thursday. Some flexibility will be needed when additional hours may be required to cover liaison meeting and specific council tasks. We welcome applications for a job share or those interested in becoming clerks to other parish councils in the areas and wish to take on dual roles.

As Proper Officer for the Council the Clerk/RFO is responsible for managing all Council business and advising Councillors in all aspects of Local Governance including Council finances. It is an interesting and diverse role with the opportunity to meet new people and work alongside other agencies in the New Forest. Sandleheath Parish Council has various ongoing and one off projects, being pro-active in its' support for other village organisations such as the Sandleheath Community Association and Sandleheath Village Hall Charitable Incorporated Organisation (CIO).

Experience in local council administration and/or accounts management is preferred but not essential. Candidates should have strong organisational, communication and IT skills.

Training will be given and the successful candidate should be willing to undertake initial and ongoing training courses as required (the Council will pay the fees).

Salary is negotiable from NJC SCP 6 (£9.94 per hour) depending on qualifications and experience, calculated on a pro rata basis. Additionally there will be allowances for work related expenses.

For a Job Description please contact the Clerk to Sandleheath Parish Council: parish.clerk@sandleheath.gov.uk or telephone **01425 655707** who will be happy to answer any questions you may have.

The closing date for applications by Expression of Interest and CV is noon on 18 April 2019. Interviews will be held in Sandleheath on by the end of the month

Sandleheath Parish Council is an equal opportunities employer and welcomes applicants from all sections of the community. Own transport is essential.