

## **SEAL PARISH COUNCIL, (NR. SEVENOAKS) KENT**

### **Vacancy for Parish Clerk and Responsible Financial Officer**

<b>Salary</b>	Dependent upon experience and qualifications £15.84 to £20.48 per hour in (NALC pay scales 18-30)
<b>Hours</b>	9am to 2pm Monday to Friday (this is flexible and we welcome applicants who may need slightly different arrangements)
<b>Holiday</b>	21 days annual holiday (pro rata and increasing after four years employment), plus public holidays
<b>Pension</b>	Contributory pension with the Local Government Pension Scheme.
<b>Other</b>	Membership of SLCC, expenses incurred in the course of work reimbursed. The Council will provide a laptop, mobile phone, broadband and a printer for work use.
<b>Place of work</b>	Home or office based – to be discussed and agreed

Seal Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer (RFO). This role would suit someone who is looking for a career which offers the chance to be central to the community, whilst also being flexible to fit around other commitments if necessary.

The ideal candidate would already have experience working as a parish Council clerk and would hold CiLCA qualifications, but the Council is also happy to hear from candidates who have an interest in local government and who are keen to take the CiLCA qualifications within eighteen months.

In addition to the stated working hours the clerk is expected to attend all Council meetings, including ten monthly Council meetings each year on the second Thursday of the month at 7.30pm in the parish. The Clerk is also required to attend the Annual Parish Meeting held once per year usually in May.

The candidate must be IT literate and preferably able to use the accounting software 'Scribe' although training can be provided if needed.

Duties will include acting as advisor to the council, managing parish assets (including organising and overseeing maintenance work) managing the employed caretaker,

drafting meeting agendas and the minutes from meetings, corresponding with parishioners and other stakeholders, maintain the accounts in addition to being the RFO to the council and administration for the Parish Website.

The successful candidate will be interested in parish life, not afraid to roll their sleeves up to get involved, and happy to take a pro-active role in getting local initiatives underway. Prior relevant experience would be an advantage, but training in all aspects of local government administration, leading to CiLCA qualification can be provided if necessary.

To receive a full job specification, **or to apply (please send a CV and covering letter)**

please email us at: **[sealparishc@outlook.com](mailto:sealparishc@outlook.com)**

**Closing date for applications 6<sup>th</sup> December 2024.**