

Allington Parish Council has a vacancy for a Parish Clerk and /responsible Finance Officer. We are seeking a good team player who will build a close working relationship with the councillors.

The post is part time, working hours average 6/8 per week. Ideally the successful candidate will have previous experience, however candidates new to clerking who fit the job specifications are welcome to apply. Applicants should possess excellent administrative and organisational skills with a sound knowledge of accounts and IT skills; have a flexible approach to working and be prepared to work from home. The position requires attendance at Parish Council Meetings held bi-monthly on 2nd Wednesday of the month commencing 7.15pm Allington Village Hall.

Duties include:

- Overall administration of Parish Council business
- Preparation of papers for Council Meetings
- Taking and production of accurate minutes in a timely fashion
- Dealing with correspondence
- Monitoring Councils policies
- Advising Councillors regarding legal and good practice requirements
- Implementing Council decisions
- Maintenance of accurate and up to date financial records of the Parish Council
- Placing orders and preparing invoices for payment
- Receiving and banking income
- Preparation of annual budget
- Completing the annual audit and consulting with Internal and External Auditors

The post is subject to a 6-month probationary period. Salary is dependent of experience and in accordance with National pay scales 5-17 (£12.85-£15.58 per hour)

Ongoing and initial training will be provided in all areas of the role.

To apply please send a letter with accompanying Curriculum Vitae by email to The Parish Clerk at

parish.clerk@allingtonpc.org.uk

Personnel Contact Sue Marvin 07966267440

Closing date for applications December 23rd

Interviews to be held w/c January 6th, 2025.