

Horseheath Parish Council – Advert for a new Parish Clerk/Responsible Financial Officer

Horseheath Parish Council includes the village of Horseheath and hamlet of Cardinals Green in the very south-eastern tip of Cambridgeshire. Working with Cambridgeshire County Council and South Cambridgeshire District Council, we are the first tier of local democracy and are responsible for community infrastructure such as street lighting, footpaths and the local environment. We serve a population of around 450; there is a strong community spirit with an active Village Hall, engaged community supporting All Saints Church and a number of other successful clubs including our Cricket Club and Brownies. The Council has an impressive record of green and road improvement projects and manages the Horseheath burial ground. We are hoping to develop a robust neighbourhood plan to improve and secure the green infrastructure locally.

Job role: The Council wishes to appoint a new Clerk to the Council who will be based at their home. The Clerk will ensure the Council concludes its business properly and provides independent, objective and professional advice and support.

Main responsibilities:

- Planning, arranging and attending Council meetings (normally held in the evening)
- Preparing agendas and taking minutes
- Financial administration
- Implementing decisions of the Council
- Communicating with members of the community on behalf of the Council and where appropriate ensuring advice and information is made available

Key Knowledge, Skills and Experience:

Has previously worked in a similar administrative role and possesses an understanding of local government practice, including preparing agendas and taking and preparing minutes of meetings.

Education:

- Good standard of general education - required
- GCSE - required
- A level - required
- Certificate in Local Council Administration – desirable (can be undertaken on commencing the role supported by the Council)
- Relevant degree or professional qualification - desirable

Salary:

- The local council grade for the job is LC 7-12, spine point 7, currently £10.44 per hour

- Other benefits include flexible working from home and training; this position is pensionable and statutory holiday allowances apply

Hours of Work:

This role is part time working for 6 hours per week on a flexible basis.

How to apply:

Applications can be made by email, outlining your reasons for your interest in the job and including a CV and contact details. Two references will be required, one of whom should be a current employer, if available. Please apply initially to Dr John Howard, Chair of Horseheath Parish Council, on johnHHPC@gmail.com.