



Madingley Parish Council

Appointment of Parish Clerk and Responsible Financial Officer to the Council

Salary will be in line with the nationally agreed pay scale, based upon experience and will be between £11.45 per hour and £14.03 per hour.

Madingley is a small parish, with a population of approximately 160 residents. The Parish Council consists of a maximum of 5 councillors.

We are looking to recruit our Clerk and Responsible Financial Officer to the Council and we believe that it is essential the person we appoint is:

- self-confident in managing their relationships with people at all levels
- able to work independently and effectively
- able to manage a diverse and at times complex range of work
- able to attend evening meetings of the Council bi-monthly

Because of the nature of the work we expect the person we appoint to work flexibly for approximately 6 hours per week. The actual hours of work will be subject to agreement on appointment. **However, we anticipate this will comprise of one hour per day (Monday to Friday)** with the remaining spread to cover the requirements of Parish business, which may include occasional weekend working. Since we do not have Parish Offices the successful candidate will be expected to work from home for much of the allotted time.

We expect our successful candidate to demonstrate a good understanding of local government procedures, finance and law. This is a varied role where the clerk will be responsible to the Council for all aspects of finance and administration of the Council, providing appropriate advice and implementing decisions.

The members of the Parish Council believe that to be successful in this role the Clerk will need to build relationships at all levels and also demonstrate strong organisational, time management, administrative and IT skills.

A full job description and Person Specification is available from Sarah Etherington-Meech, to whom questions concerning the role should be addressed in the first instance. Her e-mail address is: clerk@madingleyparishcouncil.org.uk.

Applications, to be by CV only, should be sent by e-mail to the Parish Clerk at: clerk@madingleyparishcouncil.org.uk or to the Chairman at: chair@madingleyparishcouncil.org.uk by close of office hours on 31st August 2020.