

# Holme Parish Council

## Vacancy for Parish Clerk and Responsible Financial Officer

Holme is a rural village located 10 miles south of Peterborough with a population of just over 500. The Parish Council comprises 9 Councillors and meets every 2 months in the Village Hall. Due to retirement of the current Clerk, the Council is seeking to appoint an energetic and committed person to fill the post of part-time Parish Clerk and Responsible Financial Officer, working from home. A laptop, tablet computer and printer are supplied.

Applicants should be self-confident, have experience in administration, be computer literate, comfortable with managing a budget of £25,000 and able to work independently, flexibly and effectively. To be successful in the role they will need to have strong organisational, time management, administrative and IT skills. They will need to attend evening meetings of the Council and be able to manage a diverse range of work. Training and support will be provided on an on-going basis.

The role is for 20 hours per month although some flexibility may be necessary.

The salary is in line with NALC LC2 and this will be subject to negotiation based on experience and qualifications.

For further information, a job description or a chat about the role or to apply for this position with your CV and a covering letter, please contact the Clerk at [holmeparishclerk@gmail.com](mailto:holmeparishclerk@gmail.com). Closing date is 15<sup>th</sup> August, interviews will take place on 23<sup>rd</sup> August. Start date negotiable in September 2022.