

## **Algarkirk Parish Council require a Clerk/Responsible Finance Officer**

The duties include attendance at Council meetings on the third Tuesday of each month (not February, August, December), these commence at 7.20pm, plus additional meetings as and when required. You will also be required to attend and act as Clerk for meetings of the playing field committee (2 or 3 times per year) and Algarkirk Charities (twice a year) and these are held at 6.30pm prior to the Parish Council meeting; an additional remuneration will be paid by Algarkirk Charities.

Prepare and distribute documentation for meetings, monitor and balance the Council's accounts and prepare for audit, and such other duties as are appropriate to the role. Mainly working from home the hours are an average of 9 per month.

To be able to work on own initiative and have the ability to deal with members of the public is essential.

You will be required to store Parish Council records and documents securely.

Salary scale (SCP 7-20) (£10.16-£13.15 per hour).

There will be a 3 month transitional period with the existing Clerk and the successful candidate will have access to training for the role if required. A full job description is available on request.

**Closing date for applications 12 October.** Interviews will be held early November with a view to commencing in post January 2020.

Please apply by emailing your CV and a covering letter to Kathy Partridge at [algarkirkpc1@outlook.com](mailto:algarkirkpc1@outlook.com)