

## HARPLEY PARISH COUNCIL

### PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER VACANCY

Harpley Parish Council is looking for an enthusiastic and self-motivated person to fill the role of Clerk to the Council and act as Responsible Financial Officer from 1st October 2020.

The successful candidate will be expected to:

- Arrange, publicise and attend nine Parish Council meetings and one Annual Parish Meeting including preparation of agendas and taking minutes of the meetings
- Attend to administrative tasks including maintaining paper and electronic files and the Parish Council website, dealing with correspondence and enquiries, timely review of all parish policies and overseeing the maintenance of parish council assets
- Manage and report the Parish Council's finances and prepare the accounts for annual audit
- Advise and support eight Councillors
- Liaise with District and County Councillors (and other organisations as needed)

Local Government experience and holding the Certificate in Local Council Administration (CiLCA) is desirable but not essential. Support and training will be offered.

The post is for 4 hours a week and is based from home, with meetings normally taking place at the Village Hall.

The salary will be paid in accordance with experience and in line with the National Joint Council Salary Scale rates and will range from SCP 13 (currently £11.45/hour) - SCP 17 (currently £12.39/hour).

For further information please contact the current Clerk by email, [harpleypc@gmail.com](mailto:harpleypc@gmail.com) or on 01485 520339. The job description is available at [harpleypc.info](http://harpleypc.info).

To apply, send your CV and covering letter of application to [harpleypc@gmail.com](mailto:harpleypc@gmail.com) or to Apple Acre, Back Street, Harpley, King's Lynn, Norfolk, PE31 6TU

Applications close at midday Thursday 30th July 2020. Interviews will be held in early August and may be conducted remotely via Zoom, or by implementing social distancing measures according to government guidelines at the time. Any candidate requiring special circumstances for an interview (for example shielding, so remote interview only) should make this known at the time of their application. This will not affect the assessment of any candidate, but is to ensure the Council can put appropriate measures in place.