

Parish Clerk & Responsible Financial Officer Vacancy

Seeking job flexibility? Wanting to work from home?

Sydenham Parish Council are seeking a Parish Clerk to support their activities in the local community.

This would be for 23 hours per month on an annual salary of £4,045. The role is predominately home based, with a minimum of 11 Parish Council meetings per year.

Key duties include:

Supporting the Council in carrying out its functions in accordance with the council's policies & procedures

Responsibility for the operation of the Council including how meetings are conducted, drawing up agendas, ensuring meeting minutes are accurately recorded and communications

Implement the decisions of the Council & provide independent, objective professional advice, information & administrative support

Manage the council activities & finances effectively, including preparation of the end of year accounts

As the Clerk you will be an integral part of this friendly team, making a significant contribution, while enjoying endlessly varied work. Previous experience in a similar role is desirable, but not essential, as training will be provided. If you are interested, then please send us a brief resume and why you believe you would be good in the role by 22nd July 2016. Alternatively, if you would like to chat it through some more then contact:

rachel_blake@btconnect.com 01844 354275