



Vacancy - Clerk/Responsible Financial Officer – Pulham Market Parish Council

Pulham Market Parish Council has a vacancy for a Parish Clerk/Responsible Financial Officer to work in support of the Council's 9 Parish Councillors. Our current Clerk has worked with us for 7 years and is moving on to a full-time position within the Local Government sector.

We are looking for someone with drive and enthusiasm and a real interest in supporting and being involved in the local community. Our Parish Council is an active, supportive and friendly team of Councillors. The ideal candidate will possess good administration, IT and communication skills.

Ideally, we are looking for someone with previous experience in this kind of role. However, full training will be provided, together with a handover period with our current Clerk. A willingness to undertake the CiLCA qualification in the future is desirable.

Main duties include:

- Arranging, publicising and attending one Council meeting a month on 2nd Monday of each month (currently via Zoom, usually at the village Memorial Hall)
- Preparing agendas, meeting documentation and writing minutes
- Acting as the Responsible Financial Officer. Manage the Council's finances including preparing the budget, payment of invoices, reclaiming VAT and end of year accounts
- Maintaining Council files and records
- Updating the Council website and village noticeboard
- Managing Council assets, including maintenance, grass cutting and insurance
- Being the point of contact in relation to all burial ground and playing field matters
- Monitoring and updating the Council on relevant planning applications and responding where required

The position is available from the end of March (flexible handover period to be mutually agreed). The position is for 40 hours per month (approx. 10 flexible hours per week) including one evening meeting each month. A laptop, printer and dedicated landline will be provided together with an allowance for working from home.

Prospective candidates are very welcome to contact the Clerk on telephone 01379 608590 for an informal chat regarding this vacancy. A full job description will be provided to interested parties.

Salary will be paid in accordance with experience and qualifications within the National Joint Council Salary Scale rates and will range from SCP19 (currently £13.24 hour) - SCP 23 (currently £14.42 hour).

To apply for this position please send a covering letter and C.V to the Clerk via email to clerk@pulham-market.co.uk

Closing date for applications is noon on 1st March. Interviews are expected to take place in the week commencing 8th March 2021 via Zoom.

Mrs Clare Crane

Clerk to Pulham Market Parish Council

Sixmill Green, Colegate End Road, Pulham Market, Diss, Norfolk IP21 4XG

Tel: 01379 608590

Email: clerk@pulham-market.co.uk