

# HALE PARISH COUNCIL

## **VACANY FOR CLERK AND RESPONSIBLE FINANCE OFFICER**

Hale village is set in the beautiful New Forest, has a little over 500 residents and a precept of £11,797.

Hale Parish Council is seeking a Clerk and Responsible Finance Officer. The successful candidate will work an average 10 hours a week from home and out and about in Hale – including a monthly 2-3 hour, evening Council meeting, usually on a Tuesday. Some flexibility will be needed when additional hours maybe required. We welcome applications for a job share or those interested but with fewer available hours.

As Proper Officer for the Council the Clerk/RFO is responsible for managing all Council business and advising Councillors in all aspects of Local Governance including Council finances. It is an interesting and diverse role with the opportunity to meet new people and work alongside other agencies in the New Forest. Hale Parish Council has various ongoing and one off projects, being pro-active in its' work for the community.

Experience in local council administration and/or accounts management is preferred but not essential. Candidates should have strong organisational, communication and IT skills.

Training will be given and the successful candidate should be willing to study for (or complete) the CiLCA qualification (the Council will pay the fees).

Salary is negotiable from NJC SCP 16 (£9.054 per hour) depending on qualifications and experience, with allowances for work related expenses.

For a Job Description and Person Specification please contact the Clerk to Hale Parish Council: [hpcclerk@gmail.com](mailto:hpcclerk@gmail.com) or telephone **07717 851694** who will be happy to answer any questions you may have.

The closing date for applications by Expression of Interest and CV is noon on 30 April 2018. Interviews will be held in Hale on 9 May 2018.

Hale Parish Council is an equal opportunities employer and welcomes applicants from all sections of the community. Own transport is essential.