

HALE PARISH COUNCIL

CLERK VACANCY

Hale Village is set in the beautiful New Forest and has just over 500 residents.

Our Parish Council is seeking a suitable candidate for appointment from September 2019. The successful candidate would be required to work 10 hours a week from home and out and about in Hale – including a monthly 2 to 3 hour Council meeting on the first Tuesday evening of each month.

Some flexibility will be expected when issues arise and overtime hours are required.

As Proper Officer for the Council the Clerk will be responsible for managing all Council business and advising Councillors in all aspects of Local Governance including Council finances.

Applicants should have experience in local council administration and accounts management together with strong organisation and communication skills.

The successful candidate should be willing to study for (or complete) the CILCA qualification (at the Council's expense) if you are not already fully qualified.

Salary is negotiable from SCP6 or £9.96 per hour depending on qualifications and experience, with allowances for work related expenses.

For Job Description and Person Specification please contact Hale Parish Council Clerk on hpcclerk@gmail.com or telephone 07753 928088.

The closing date for applications by Expression of Interest and CV is 19th July and interviews will be held on 29th July and 1st August 2019.

Hale welcomes applicants from all sections of our community but Hale has no public transport so a car driver is essential.