

## **Shudy Camps Parish Council - Appointment of Clerk and Responsible Financial Officer**

Salary in line with the nationally agreed pay scale (SCP 12): £2997.70 p.a. for 20 hours per month. (Based on £22,183 p.a. pro-rata.)

Shudy Camps is a small parish with a population of about 400, including the small communities of Mill Green and Nosterfield End. There are 5 Parish Councillors who normally meet monthly in the Parish Church. Our current Clerk is retiring and we are seeking a replacement for this important part-time role. The amount of work will be subject to agreement on appointment but is likely to average about 5 hours per week as needed. We do not have a Parish Office and the successful candidate will need to work from home. The Council will provide a laptop, printer, and consumables.

The ideal candidate will be:

- Self-confident and able to relate with people at all levels;
- Self-motivated and able to work independently and effectively;
- Able to manage a diverse and at times complex range of work;
- Able to use standard IT tools such as Microsoft Office (email, documents and spreadsheets) – experience with managing website content is desirable but not essential;
- Able to attend evening meetings of the Council once a month.

Relevant qualifications (such as CiLCA) are desirable but not essential, and training can be provided where needed (at the Council's expense).

The Clerk's role is varied and they will be responsible to the Council for all aspects of finance and administration, providing appropriate advice, and implementing decisions. We expect our successful candidate to have or acquire a good understanding of local government procedures, finance and law, as appropriate for a small Parish Council.

A full job description and Person Specification is available from the Chair ([chair@shudycamps.org.uk](mailto:chair@shudycamps.org.uk)) to whom questions about the role should also be addressed in the first instance.

If you are interested, please email your CV to the above address by 5 p.m. on Friday 25<sup>th</sup> June 2021.

Suitable applicants will be interviewed by the Chair and another councillor, and we hope to appoint the successful candidate in early July 2021.

The Council is an equal opportunities employer.