

Clyst Hydon Parish Clerk & Responsible Finance Officer Vacancy.

Applications are invited for the post of Parish Clerk and Responsible Financial Officer. The position will be for a minimum of two hours per week. Clyst Hydon Parish council is looking for an enthusiastic individual with good interpersonal, verbal, written and IT skills. An understanding of local government procedures would be an advantage and the ability to work alone. The post is offered as a home-working post although meetings will be held at the Village Hall.

The hourly rate will be in line with National pay scales and according to experience. The successful candidate will be expected to:

- Arrange, publicise and attend parish council meetings including preparation of agendas and taking the minutes of meetings
- Attend to administrative tasks including maintaining paper and electronic files, annual review of all parish council policies, dealing with correspondence and enquiries
- Manage the Parish Council finances and prepare the accounts
- Advise and support the Parish Councillors
- Liaise with District and County Councillors, other organisations and official bodies
- Liaise with the Administrators of the Clyst Hydon news, website and social media site
- Other duties as determined by the Parish Council.

The council will supply the successful candidate with suitable IT equipment, training and support. To apply for the post, please email your CV and a covering letter by 20th December to: parishclerk@clysthydon.org