**VACANCY**

**Parish Clerk and Responsible Finance Officer**

Salary: LC1 SCP 13-17. FTE £23,023 (Actual £5027.40 PA)

Applications are invited from suitably experienced and qualified persons for the part - time (35 hours per month) post of Clerk and Responsible Financial Officer to Healeyfield Parish Council.

Acting as the Parish Council's Proper Officer and Responsible Finance Officer, the successful applicant will require a working knowledge of managing finance, excellent communication and administrative skills, have good IT skills and the ability to use a variety of software.

The clerk must have the desire to make a significant contribution by supporting elected council members to improve the parish and its local community. Previous experience in a public sector environment, particularly Local Government.

The successful candidate should be self-motivated and hold the Certificate in Local Council Administration (CILCA) qualification or be willing to study for it. Terms and Conditions of employment are based on the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) Contract of Employment.

The successful candidate will be expected to work from home with attendance at regular Council meetings (evening of the last Thursday of the month) and occasional other evening meetings.

Interested persons are invited to contact the Council by telephoning the Chairman of the Parish Council on 07808734057 or by email to contact@healeyfieldparishcouncil.co.uk

Applications are by CV with covering letter to the Chairman.

Closing date is Friday 20th May 2022 at 12 noon with interviews to be held in week commencing 23rd May 2022.