

Vacancy

Ringland Parish Council

Parish Clerk & Responsible Financial Officer

Ringland Parish Council is looking for an enthusiastic and self-motivated person for the role of Clerk to the Council and Responsible Financial Officer.

Ringland is a small rural parish situated to the North West of Norwich with approximately 100 households.

The vacancy is for approximately 260 hours per annum (an average 5 hours per week). The position is home based with attendance at all Parish Council Meetings which are usually held in Ringland Village Hall on the third Thursday of every alternate month (odd months).

Candidates must have access to the internet (a laptop will be provided) and be able to prepare documents, spreadsheets and maintain the council website.

The overall responsibilities will be to be both the Proper Officer of the Council and the Responsible Financial Officer.

Support and training will be offered as necessary. Experience in a similar role together with good local knowledge would be advantageous.

Conditions of Employment and Remuneration will be based on models drawn up by the National Association of Local Councils & the Society of Local Council Clerks.

Applications should be made to the Chairman of Ringland Parish Council at cllr.nick.adams@ringlandparishcouncil.com

Closing date for applications: 31st October 2020