

## **Vacancy for a Parish Clerk and Responsible Finance Officer St Germans Parish Council**

St Germans Parish Council has a vacancy for a Parish Clerk and Responsible Finance Officer. This is a permanent part time position of 14 hours per week working from home at times to be agreed and will include attendance at some evening meetings including monthly Parish Council meetings. St Germans Parish council is located in South East Cornwall and comprises the wards of Bethany, Polbathic, Tideford and St Germans.

The successful applicant will be responsible for all aspects of the Parish Council administration including financial record-keeping and monitoring, advising Parish councillors on policy and procedures, and organising, attending and taking minutes of monthly evening Parish Council meetings (last Monday of each month) and other Parish Council committee meetings. This position is also responsible for liaising with Funeral Directors and members of the public regarding the Parish burial ground/burials, the successful applicant will be community minded and have an understanding and empathetic communication style.

Applicants should be self-motivated and able to demonstrate:

- strong administrative and financial skills
- good verbal and written communication skills
- good Interpersonal skills
- good IT skills with experience of managing a relevant website
- ability to work on own initiative, organising and prioritising own workload to meet deadlines.

Knowledge and experience of working in a local government environment would be useful, however the successful candidate will be able to work towards the CiLCA qualifications. The salary will be in line with the NALC pay scales LC2 18 to 28 on a pro rata basis, dependent upon relevant skills, qualifications and experience

A lap top and mobile phone will be provided and all relevant and necessary expenses incurred will be reimbursed.

Applications should be submitted either by email to [clerk@stgermansparishcouncil.gov.uk](mailto:clerk@stgermansparishcouncil.gov.uk) or by post to The Chairman of St Germans Parish Council, Berry Farm, Bethany, Nr Saltash, Cornwall, PL12 5DE; enclosing CV, covering letter and Reference details. Further details of the position including a job description, can be obtained by emailing the Parish Clerk. The closing date for applications is 27/01/2023 and it is anticipated that interviews will be held early in February 2023.