

## **Great opportunity for enthusiastic Hilton Parishioner to take on the role of Parish Clerk/Proper Officer and Responsible Financial Officer.**



We are looking for someone who is a good team worker, is strong in character and is well organised. You must be computer literate, have good numeracy skills and have excellent written and verbal communication skills.

Previous experience would be a big help! If not, there is appropriate training available which we would require you to undertake.

The role includes:

- Advising the Parish Council on current procedures and to ensure it adheres to all legal aspects of local government.
- Administering and attending all meetings of the Council.
- Acting as the Responsible Financial Officer and being responsible for all financial records and returns on behalf of the Council including the careful administration of its finances.
- Monitoring the implemented policies of the Council.
- Ensuring all planning applications are handled appropriately and within the correct time scales.
- All and any other administrative activities of the Council as required.

A full job description is available and broader descriptions of the role can be found on the Parish Council website, [www.hiltonparishcouncil.com](http://www.hiltonparishcouncil.com)

This home based, part time role is subject to a 6 month probationary period. The post is for 10 hours per week and will require some flexibility in working pattern for daytime and evening hours . The Clerk must attend all Parish Council Meetings involving evening work as well as undertake official communications during normal office hours.

Salary will be in accordance with current NJC scale and relevant experience.

**The closing date for applications is 20:00 on Sunday 10 February 2019.**

Please note that interviews for selected candidates will be held on the evening of Wednesday 13 February 2019. Applications should be sent to Peter Balicki, Chairman, at [balicki101@gmail.com](mailto:balicki101@gmail.com) or by hand to 8 Kidmans Close, PE28 9QB