

Advertisement for SHELFANGER Parish Council Clerk

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

Shelfanger is a small rural parish of 180 households situated off the A1077 between Diss and Winfarthing. There are currently seven Councillors.

Experience as a Parish or Town Clerk is preferable and holding the Certificate in Local Council Administration (CILCA) is desirable. The post is for 6 hours a week and is based from home, with bi-monthly meetings taking place in the Village Church.

The successful candidate's duties will be [but not limited to] the following:

- Be the first point of contact for the public
- Arrange, publicise and attend 6 Parish Council meetings per annum including one Annual General Meeting
- Prepare agendas, take and present the minutes of the meetings.
- Attend to administrative tasks including the maintenance of paper and electronic files and annually review of all parish policies, deal with correspondence, letters, emails and enquiries, and oversee the maintenance of parish council assets.
- To monitor planning applications and circulate to Councillors.
- Act as the Responsible Financial Officer, manage and report the Parish Council's finances, online Banking and prepare the accounts for annual audit.
- Manage one's own PAYE.
- Advise and support the Councillors.
- Act as the Data Protection Officer for the Parish Council
- Liaise with District and County Councillors (and other organisations as needed)
- Update the Parish Council website

The successful candidate will be working with a friendly group of Councillors.

Support and training (if required) will be offered via Norfolk ALC.

The post is for 6 hours per week and the current salary is £2173.70 pa.

For an informal chat please contact the Parish Council Chair Stephen Groom on

07871313126 or to apply please contact Lois Easter – current Parish Clerk

at shelfangerpc@gmail.com

Closing date for applications is 30th April 2023