

Hyde Parish Council is seeking someone to take on the position of Parish Clerk/Responsible Financial Officer.

Hyde is a small rural parish with the majority of the properties within the New Forest National Park. There are seven enthusiastic Parish Councillors supporting the residents.

The Clerk will be the sole employee of the Parish Council and work largely under his or her own initiative.

Location: Home (required to attend Parish Council meetings)

Hours: 10 per week

Salary range (between £10.86 - £11.53 per hour)

Commensurate with Experience and qualifications

Local Government experience and holding the Certificate in Local Council Administration (CiLCA) is desirable but not essential. Support and training will be offered.

The Clerk will support the Parish Councillors, provide guidance on compliance and legal matters, and manage the administrative and clerical functions of the Council. As the Responsible Financial Officer, he / she will manage the Parish Council's finances. A laptop, printer and mobile telephone will be provided.

Duties include:

- Supporting the chair by preparing agendas, taking minutes, noting decisions, follow ups and actions forward.
- Tabling planning notices for discussion and dealing with the New Forest National Park Authority, Hampshire County Council and New Forest District Council.
- Managing the finances of the Parish Council including preparing accounts, financial reports, controlling the Bank account, paying invoices, dealing with HMRC (VAT & PAYE), arranging insurance and audits, and overseeing the annual budget review and precept submissions.
- Advising councillors on their statutory duties and that of the Council.
- Supporting general village communications and website uploads.
- Maintain a document repository for access by Parish Councillors.
- Dealing with general correspondence and public notices.

Council meetings take place in the evening of the 2nd Wednesday of every month.

Person Specification

Candidates must possess good attention to detail, have good communication skills (written and verbal), be competent in Zoom, and have a good working knowledge of IT systems. Candidates should have a proven understanding, or a willingness to engage in training to gain an understanding, of local government processes and remits. On-going training will be expected as necessary.

This is a varied and interesting position. Working part-time and largely on your own initiative, you will have the necessary flexibility to deliver high-quality responsive support to a team of energetic Parish Councillors and help enable them to support the village community.

How to apply: Post or email a covering letter and a copy of your C.V to:

Miss Ann Sevier M.B.E
Chair of Hyde Parish Council
Blissford Dairy Farm, Blissford, Fordingbridge SP6 2JG
email: ann.sevier@newforestnpa.gov.uk

The Chair is available to discuss the role on (01425) 653157

Deadline for applications: 15th April 2021

Date for interviews to be arranged.