

MINSTEAD PARISH COUNCIL

Vacancy for Clerk to the Parish Council

A vacancy has arisen following the impending Retirement of the present Clerk on 30th May 2021.

The successful candidate may be expected to liaise with the present Clerk before this period.

The Clerk to Minstead Parish Council is also the Proper Officer and Responsible Financial Officer. The position is for 10 hours per week, mainly home-based. Salary is commensurate with experience within the LGS Scale for Local Government Employees.

Ideally you will have knowledge and understanding of local government and a good standard of education. The duties include:

Arranging & attending all Parish Council meetings and the Annual Parish Meeting;

Preparation of Agendas and Minutes;

Dealing with all financial matters including administration of the Annual Audit;

Submitting VAT Returns;

Dealing with Parish Council Insurance Policies;

Ensuring Planning Applications are dealt with and comments submitted to NFNPA within deadlines;

Editing some of the Parish Council website;

Applicants will need to have good IT skills and have access to broadband.

The successful Candidate will be expected to either possess the Certificate in Local Council Administration (CiLCA) or be willing to work towards gaining this.

Interested applicants should seek further details from, and send a brief CV in a covering letter to:

Clerk to Minstead Parish Council, Mrs P Osborne, Curtle Cottage, Minstead, Lyndhurst, SO43 7HA. Email: minsteadclerk@gmail.com

The **closing date for Applications is 31st March 2021**, with interviews (possibly by Zoom) shortly thereafter.