



# PERRY PARISH COUNCIL

## CLERK VACANCY



Council Name	Perry Parish Council
Job Title	Clerk & Responsible Financial Officer
Location	West Cambridgeshire on the southern shoreline of Grafham Water
Number of Electors	564 electors and 306 households
Precept	£14,900 per annum
Summary of the job and functions	<p>A relatively small Council (Nine Councillors) with fairly straightforward affairs, however the successful applicant should be a 'forward thinker' and have a 'proactive approach'.</p> <ul style="list-style-type: none"> <li>• Responsible for the Village Handyman</li> <li>• Attendance at eleven parish council meets plus any ad hoc meetings requires attendance at each</li> <li>• Arrange dates and venues for council meetings</li> <li>• Advise the council on procedural matters</li> <li>• Update on a yearly basis all Council Policy documents</li> <li>• Maintain an asset register</li> <li>• Update the Parish Website to comply with the Transparency Code</li> <li>• Keep the Parish Noticeboard up to date</li> <li>• Ensure that acceptance of office, dispensations and declarations of interest are completed by councillors within the statutory time limits</li> <li>• To liaise with County and District Councillors as and when required</li> <li>• To liaise with employees of Cambridgeshire County Council, Huntingdonshire District Council and other outside bodies as and when required on matters affecting the village</li> <li>• To prepare and distribute via email (apart from Chairman) Agendas for meetings and minutes. Posting both on the village web site.</li> <li>• To receive and deal with all correspondence either via Royal Mail or by email</li> <li>• Produce minutes in a timely manner for inclusion in the village magazine</li> <li>• To receive and report on invoices for services to be paid for by the Parish Council and to issue invoices on behalf of the Parish Council</li> <li>• To monitor and balance the Council's accounts on a monthly basis and end of year for Audit purposes in addition to undertaking the Annual VAT return</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that the Councils obligations for Insurance purposes are properly met</li> </ul>
Requirements in terms of experience and education	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• IT literate in Microsoft Word and Excel</li> <li>• Be willing to undertake the CAPALC Intensive Clerk two day training course</li> <li>• Have the ability to take notes during meetings as well as directing the Councillors on procedural matters</li> </ul>
Hours of work per month	Up to 10 hours a week with extra hours by arrangement
Days and times of work	Flexible
Rate per hour	Dependant upon experience (minimum SCP 20)
Start Date	As soon as possible
How to apply	Letter and CV to the Chairman c/o The Clerk, 19 Ridgeway, Perry PE28 0BL (CV not to exceed two A4 pages at a minimum of 10 point text)
Closing date for applications	Wednesday 28 February 2018
Who to contact for more information	Mr Martin Wilson <a href="mailto:clerk@perryparishcouncil.org.uk">clerk@perryparishcouncil.org.uk</a>
Chairman	Mr Nigel Noon
Postal Address (or email address) to send applications	<a href="mailto:clerk@perryparishcouncil.org.uk">clerk@perryparishcouncil.org.uk</a> or The Clerk, Perry Parish Council, Arlon House, 19 Ridgeway, Perry, Huntingdon PE28 0BL
Other Information	<p>The Parish Council meets eleven times a year usually on the first or second Wednesday of each month</p> <p>The job holder will be employed under the terms and conditions of the NALC model contract of Employment</p> <p>Parish Council meetings are held either in the Baptist Church or Grafham Water Centre in Perry</p> <p>The Council would be happy to share a Clerk with another parish</p> <p>All admin is carried out at the home of the Clerk</p> <p>A laptop and printer will be provided</p>