

## HEMBLINGTON PARISH COUNCIL

### Parish Clerk (part-time)

Hemblington Parish Council is looking for an organised and self-motivated individual to take up the role of Parish Clerk/RFO for two hours a week, initially to work alongside the current Parish Clerk and formally take over the role as soon as possible. The successful candidate will be joining a small rural Parish Council, working with its seven parish councillors.

The role is home-based with attendance at the evening Parish Council meetings. The Council meets on the last Monday of every other month (beginning in January) with an additional June reporting meeting.

### Key Responsibilities

- Arrange, attend and minute bi-monthly Council meetings
- Prepare agendas and documentation, implement Council decisions and manage correspondence.
- Manage the Council's finances, including payments, budgeting, VAT and audit.
- Maintain records, policies and risk assessments to ensure compliance with current legislation.
- Update the Parish Council website.
- Liaise with residents, local authorities and contractors as required.

### Requirements:

- Experience in local government
- Excellent communication, IT, and organisational skills.
- High degree of financial capability

### Desirable:

- Familiarity with Scribe software
- CiLCA qualified
- Knowledge of the local community

Salary will be in line with nationally recognised guidelines and according to experience and qualifications [Salary scale SCP 12 £14.82 per hour to SCP 21 £17.18 per hour].

Travel expenses will be paid at 45 pence a mile, excluding attendance at parish council meetings. A Council laptop and printer will be provided; additional approved expenses will be reimbursed.

If you would like to apply, please send your CV stating work experience and the qualities and skills you would bring to the role, along with a covering letter addressed to the chairman, Anthony Howe, at: [hemblingtonpc@gmail.com](mailto:hemblingtonpc@gmail.com)

If you would like further information, please contact Steven Ford, the Parish Clerk: [hemblingtonpc@gmail.com](mailto:hemblingtonpc@gmail.com) or on 07838 832058.

Closing date for applications is 29 March 2026. Interviews will be held, by mutual convenience on or after 13 April.