



# HERTINGFORDBURY PARISH COUNCIL

## PARISH CLERK VACANCY

### **Clerk to the Council & Responsible Financial Officer**

The Parish of Hertingfordbury is located in East Hertfordshire and includes the villages of Birch Green, Cole Green, Staines Green, Letty green and East End Green, along with various hamlets. The parish has a tax base of 334 an electorate of 518 and a turnover of around £19,000 p.a.

Applications are invited for the post of Clerk to the Council, which includes the role of Responsible Financial Officer. This is a home-based, part time, permanent vacancy for 30 hours per month. Home office equipment will be provided. The council does not have any premises and the clerk will be required to hold council records and documents securely (a filing cabinet is provided).

Salary scale will be subject to experience and qualification, plus pension and a home working allowance. The role will include preparation for and attendance at evening meetings (currently held by Zoom video conferencing), agendas and minutes for these meetings together with providing comprehensive administration support, procedural advice, and managing and contractors.

The clerk is the Responsible Financial Officer and as such will be responsible for all financial records of the council and the careful administration of its finances and preparation of budgets, the AGAR and liaising with internal and external auditors. The council is planning to switch to dedicated accounting software (currently Excel spreadsheets are used) and training will be provided.

The clerk is also the webmaster for the council website ([www.hertingfordbury.org.uk](http://www.hertingfordbury.org.uk)), and is responsible for content, but hosting is outsourced together with most maintenance and site administration tasks.

The ideal candidate will be CiLCA (Certificate in Local Council Administration) qualified or willing to work towards this qualification, with a working knowledge of local government procedures, excellent communication skills, IT literate and a flexible approach with regards to the needs of the job. The clerk is required to give advice to councillors on parish council law and procedure.

Hertingfordbury parish council owns several village greens and a small recreation ground and play area.

To apply for the position, please contact the current clerk, Tom Brindley by email: [clerk@hertingfordbury.org.uk](mailto:clerk@hertingfordbury.org.uk).

The closing date for applications is Friday, 19th February 2021. The anticipated start date is late March and current clerk will leave at the end of April.