

VACANCY FOR TATTINGSTONE PARISH CLERK

Following the impending departure of our current Clerk after 8 years of service

applications are invited for the post of Clerk and Responsible Financial Officer to Tattingsstone Parish Council. The post is part time, based on 7 hours per week/ 364 hours per annum. You will be required to attend evening meetings, normally on the 1st Monday of each month, and attend ad hoc meetings as required. The post holder will work from home.

The ideal candidate will live in Tattingsstone or the surrounding Parishes, be highly motivated and well organised with the personal qualities of integrity, discretion, objectivity and impartiality. Essential skills are excellent communication (oral, written and IT) and personal interaction in order to work effectively with our Councillors, residents, Babergh District Council, neighbouring Parish Councils, contractors and suppliers.

Duties include – scheduling and co-ordinating meetings, preparing meeting agendas and supporting papers, attending and providing advice at meetings, taking minutes and completing administrative actions and correspondence arising. Knowledge of local authority procedures will be required but can be learnt whilst in post. The post holder should have

experience of basic accounting/book keeping and record-keeping.

A full job description is available on our website tattingstoneparishcouncil.co.uk , under the Parish Council tab

The conditions of employment and remuneration will be based on the National Association of Local Council's recommendations and contract.

The starting salary will be by negotiation, based on skills and experience and subject to PAYE as applicable.

Scale: From SCP6 to SCP9 - £10.21- £10.83 per hour.

To apply – please write a letter outlining relevant skills and experience and send it for the attention of the current Clerk to -
The Clerk, Tattingsstone Parish Council, 31 Church Road,
Tattingsstone IP9 2NA or via email to tatt.pc@gmail.com

Closing date for applications 31st December 2021.

The successful applicant will be required to attend the February meeting and shadow the current Clerk before fully taking on the role.