

Parish Clerk Vacancy

The current parish clerk is relocating away from East Sussex, and there will therefore be a vacancy to fill. There is an opportunity for a transition period which would allow for training / hand-over that could allow someone who hasn't any previous experience to consider the role.

The Clerk is totally responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The role includes the preparation of agendas for meetings, attendance at the meeting & the recording of minutes for approval, to receive and report on invoices for goods and services and to ensure payment. Preparation of financial accounts, budgets, reports and records for monthly meetings and the annual audit. This is the only paid role on the parish council and the rate will be in line with experience.

If you are organised, enjoy a variety of tasks, can handle accounts (online banking, paying suppliers, payroll etc) and are willing to attend the monthly evening parish council meeting, the remaining hours (currently 12 per week) can be done flexibly. There is no parish office, so you would be required to work from home.

Please contact the current clerk for further details including the job description and person specification or send your CV and covering letter by email to clerk@crowhurstparishcouncil.gov.uk or ring 01424 830331.

The closing date for applications is 15th March 2024.