

## Dedham Parish Council

### Advertisement for a Clerk and Responsible Financial Officer

Dedham Parish Council requires a Parish Clerk/Responsible Financial Officer to work 32 hours per month. Occasional additional hours may be required. Some evening work will be required and occasional weekend working may be required.

The work will take place mainly from home but may occasionally be from a location in Dedham. A home working allowance will be paid.

Appointment is expected to be on scale point 24 at £17.16 per hour but is dependent on experience and qualifications.

#### Requirements

1. Recent experience within parish or town council
2. Holder of Certificate of Local Council Administration or equivalent
3. An understanding of the law relating to parish councils
4. Excellent written communication skills
5. Excellent verbal communication skills, with the ability to communicate effectively with a wide range of people
6. Relevant IT skills, to include Word and Excel
7. Tenacious and determined with good diplomacy skills
8. Time management skills
9. Ability to produce an annual budget using available financial data

Please send applications to Steve Mole, Chair of Dedham Parish Council at [steve.mole@dedhamparishcouncil.co.uk](mailto:steve.mole@dedhamparishcouncil.co.uk) by 31 August 2024