

Dedham Parish Council

Dedham Parish Council, in the Colchester Borough, is looking to appoint a new Parish Clerk/
Responsible Financial Officer.

Primarily based at home, you will be contracted for 32 hours per month. These hours are flexible, but you will be expected to respond in a timely manner to queries from our residents and Councillors. You will be required to attend monthly Parish Council meetings and other meetings as required. These meetings may or may not be 'virtual.'

We expect to appoint between points 10 and 12 on the NJC pay scale, from £11.08 to £11.53 per hour. This will be dependent on experience and qualifications. A home working allowance will be paid.

We are seeking someone who has previous experience of working in the parish and town council sector and who ideally already holds the Certificate in Local Council Administration.

A job description and person specification is available from Nicola Baker, Vice Chair, nicola.baker@dedhamparishcouncil.co.uk or 07860173214.

To apply, please provide your CV and a letter indicating how you meet the person specification to the e-mail address above. The closing date is Friday 12 March.