



Long Melford Parish Council

Due to the retirement of our Parish Clerk, we are looking for an enthusiastic and self-motivated person to undertake the role of Parish Clerk from 1st October 2022.

Salary: In accordance with experience and qualifications, up to the NJC salary rates ranging from SCP 29 (currently £17.40 per hour) to SCP32 (currently £18.90 per hour) in the LC2 scale.

Hours: 35 hours per week, some of which can be worked flexibly

Vacancy details:- Parish Clerk

To apply for the position, send your CV and a covering letter of application:

by email to clerk@longmelford-pc.gov.uk , or

by post to The Parish Clerk, The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH.

The Parish Council, which serves the village of Long Melford, has 13 members and has an annual precept of £145,000. The Clerk, as the proper officer of the Council, has overall responsibility for managing the operations of the Council and its facilities. The role requires a degree of flexibility and attendance is required at evening meetings, including the monthly Planning and Parish Council meetings held on the first Thursday of each month. Other duties include management of the Long Melford Cemetery (supported by a Cemetery Manager); preparation of agendas and supporting documents; implementing and monitoring of decisions made by the Parish Council, dealing with all financial and regulatory matters in accordance with current guidelines (supported by a Responsible Financial Officer); regular review of regulatory documents and risk assessments; advising Councillors on matters of legislation and practice; dealing with correspondence sent to the Parish Council and parishioners who visit or phone the Parish office; updating the Parish Council website.

The successful candidate will:

- Hold a CiLCA qualification or be willing to qualify before May 2023.
- Have proven experience in administration and a good understanding of local government.
- Be happy to meet the public on a regular basis and to listen to and resolve any issues they have.
- Have strong communication and IT skills including Microsoft Office and Zoom video conferencing.
- Be familiar with accounting practices in a supervisory role.
- Have a record of proven, effective staff management.

Full details are set out in the job description which can be found on Long Melford Parish Council's website at www.longmelford-pc.gov.uk/vacancies/ .

Applications close on Friday 19th August 2022. Interviews will be by arrangement.