

HAWKSHEAD PARISH COUNCIL NEED YOU

JOB VACANCY FOR PARISH CLERK/RESPONSIBLE FINANCE OFFICER

Hawkshead Parish Council wish to appoint a Parish Clerk and Responsible Finance Officer. The Clerk is responsible for the day to day running of the Parish Council to include its finances. The successful applicant will have good communication, finance and organisational skills.

The role entails carrying out business of the council, setting agendas for meetings, taking minutes of meetings, updating the website and noticeboards, and answering correspondence. The role is linked with the role of Responsible Financial Officer which requires maintaining financial records, depositing money and paying bills. Most of the work is flexible in hours but attendance at the Parish Council meetings on the third Tuesday evening of the month is necessary. Work is from home, all necessary equipment and training will be provided.

Candidates should be computer literate with a knowledge of word and excel spreadsheets.

The salary is based on 35 hours per month and paid in accordance with nationally agreed scales and dependant on experience and qualifications.

For further information please contact: Tracey Thornley
hawksheadparishcouncil@gmail.com or 01539436733

To apply please send your CV and covering letter to Hawkshead Parish Council, c/o Hawkshead Field House, Hawkshead, Ambleside, Cumbria LA22 0QE or email to hawksheadparishcouncil@gmail.com. The closing date for applications will be 11th April 2025.