

Salthouse Parish Council is looking to recruit an energetic and forward-thinking parish clerk.

Salthouse is a small, beautiful village on the North Norfolk coast, designated an area of outstanding natural beauty overlooking the salt marshes, renowned for their fauna and wildlife.

We are a new and good-natured Parish Council, now working cohesively for the benefit of a harmonious community in Salthouse who take pride in the place they live.

CiLCA training is preferred but not essential. We need someone who understands the needs of a local community including allotments and planning legislation. It is important you have a strong track record for being efficient and well organised. The successful applicant will have a proven record in administration and financial management with experience of managing a small team

This is an excellent opportunity for an ambitious clerk, who is proactive, imaginative, and willing to help the council engage with a friendly, vibrant and increasingly active local community.

4 hours per week

The Clerk is responsible to the Parish Council for:

- Managing the day-to-day business of the Council
- Providing advice as the Council's Proper Officer & RFO
- Implementing Council decisions
- Managing and reporting on the Council's finances.

This role includes keeping financial records, administration, agenda preparation and minute-taking at meetings, advising Councillors on procedural and legal matters, as well as assisting in the delivery of projects.

Competence in IT such as Word and Excel are essential, with knowledge of website administration and social media. This is a varied administrative role.

Please send your CV stating work experience and the qualities and skills you would bring to the job with a short covering letter to the vice chair at avictoriaholliday@icloud.com

If you are interested or would like an informal chat about our roles, please do not hesitate to contact the Chairman, initially by email providing your details to avictoriaholliday@icloud.com