

Hatfield Heath Parish Council

Parish Clerk and Responsible Financial Officer

Due to the resignation of our present Parish Clerk the Council wish to appoint another person to this post. Applicants should have knowledge and experience of I.T. systems (Word, Excel, e-mail), good communication and organisation skills, ability to write concise, clear reports and minutes, basic accounting skills and an ability to use their own initiative in the execution of their duties.

Ideally the applicant should live within easy reach of Hatfield Heath and have a general knowledge of the community and local issues. Prior experience of working either as a Parish Clerk or in a similar post would be an advantage.

Hours are approximately 12 per week, working mainly from home. There is an evening council meeting once a month and occasional ad hoc meetings at District and County Council level that need to be supported. An hourly rate in the region of £12.40 to £15.00, depending on experience, will be paid to the successful candidate plus a small allowance for home office working and mileage.

Job Description and further information is available from:

Mark Bissell

Parish Council Chairman,

Skringills

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Closing Date for applications: 15th September 2019