

Vacancy: Parish Clerk & Responsible Finance Officer

Join Lingfield Parish Council and Make a Difference!

Who We Are:

Lingfield Parish Council is a supportive and dynamic team dedicated to enhancing the quality of life for residents in Lingfield and Felcourt. We are passionate about our community and are looking to reintroduce the much-loved Lingfest event, further enriching the village experience. As we continue to grow and develop, we are seeking a driven, organized, and forward-thinking individual to take on the crucial role of Parish Clerk & Responsible Finance Officer.

The Role:

Hours: This is a part-time position, with 18 hours per week (3 days of 6 hours) based at the Parish Office in Lingfield and Dormansland Community Centre, plus a further 8 hours (totalling 26) to cover meetings, additional work and events over the year as circumstances require.

Location: Lingfield and Felcourt.

Responsibilities:

- Serve as the Proper Officer of the Council, managing day-to-day administration and finances.
- Prepare agendas and minutes for twice-monthly Council meetings (Wednesday evenings).
- Implement Council decisions and resolutions.
- Maintain accurate financial records, set the budget in collaboration with the Council, and prepare end-of-year accounts.
- Handle correspondence and maintain the Council's website and social media platforms.
- Ensure compliance with all statutory and regulatory requirements.
- Work closely with the experienced Chair of the Parish Council to plan and execute the Council's aims and objectives, including the reintroduction of Lingfest.
- Collaborate with Councillors and other community stakeholders to enhance the village and its events.

What We're Looking For:

- **Qualifications:** Ideally, a CILCA-qualified Parish Clerk, or someone eager to work towards this qualification.
- **Experience:** Administrative and financial experience is essential. A working knowledge of Local Government procedures is an advantage.
- **Skills:** Excellent communication skills, a positive 'can-do' attitude, strong IT skills, and the ability to work independently and manage a varied workload.
- **Personality:** A motivated, forward-thinking individual who can build strong local partnerships and promote the interests of the community.

Why Join Us?

- **Starting Salary:** SCP 24-28 (£31,099 - £34,723) pro rata, depending on qualifications and experience.
- **Benefits:** Membership in the Local Government Pension Scheme and other benefits.

Interested?

If you're ready to make a real impact in the community and work with a supportive Parish Council team, we'd love to hear from you. For more information or to apply, please contact us at lingfieldpc@gmail.com or call 01342 835557.

Please note CVs will not be accepted. To apply, you must complete and return an application form.