

# **Hillesley & Tresham Parish Council**

## **- Vacancy -**

### **Parish Clerk/Responsible Financial Officer**

HTPC is seeking a Parish Clerk to replace its experienced clerk who is leaving to explore new challenges. Hillesley and Tresham is a rural parish lying to the west of the A46, south of Wotton under Edge and north of Hawkesbury Upton. This is a permanent part-time role in which the Clerk will be required to attend all Parish Council meetings, which are generally held every month on a Tuesday evening. The Council is a small, diverse group with a progressive and proactive approach to serving the community which it serves.

The successful candidate will have initiative, be well organised, have excellent administrative and financial skills with a high level of IT literacy. An important aspect of the Clerk's role is the management of the allotment site in Hillesley which has a thriving community. The successful candidate will have a strong desire to make a success of this important role and with the Council's support undertake any necessary formal training. There will be a 6 month probationary period with a start date as soon as possible. A full Job Description and Person Specification are available on request via the email address below.

Hours of work are 20 per month, worked flexibly and work will be home based. Salary will be dependent on experience and qualifications but will be in the range NJC LC1 (13-17) £22627 - £24491 pro rata.

Applications for the post should be submitted with a covering letter to Simon Lee chair@htpc.org.uk. Any queries regarding the post to be sent to the same e-mail address.

Closing Date is Friday 19th August 2022

