

## **Armitage with Handsacre Parish Council**

**Invites applications for the role of**

### **Locum Parish Clerk & Responsible Financial Officer**

This vacancy has arisen due to the long-term absence of the clerk and is temporary.

Hours to be agreed with candidate, ideally 10 to 20 hours per week. (SCP24 – 28. £34,314 to 37,938 pro rata – dependent upon skills and experience). The hours can be split between the office at Armitage with Handsacre Village Hall and home.

We intend to appoint a Clerk/RFO who will be responsible for preparing agendas and minutes for our monthly meeting held on the last Thursday of each month at 7pm, maintaining the financial records of the council and supervising and advising the Deputy Clerk for the duration of the Clerk's absence

The Deputy Clerk is managing the day to day running of the Council Office and provides the administrative support to the committees.

Ideally applicants will have relevant qualifications and experience together with strong organisational, communication and IT skills. A laptop will be provided.

For further information, please contact either: -

- Chair, Cllr Tom Marshall – [tommarshall@armitagewithhandsacre-pc.gov.uk](mailto:tommarshall@armitagewithhandsacre-pc.gov.uk) or
- Vice Chair – Cllr Ian Hodgson – [ianhodgson@armitagewithhandsacre-pc.gov.uk](mailto:ianhodgson@armitagewithhandsacre-pc.gov.uk).

The closing date is Monday 16<sup>th</sup> December 2024, and it is hoped the candidate will be able to take up the post in January 2025.