



Aldbury Parish Council

Vacancy for Parish Clerk and Responsible Financial Officer

Aldbury is a rural parish in the West of Hertfordshire encompassing the village of Aldbury and the neighbouring hamlet of Tring Station. It is a thriving and friendly community, situated in an area of outstanding natural beauty. The council has 8 members and an annual precept (2018/19) of £17,000. The successful applicant will be responsible for the day to day management of the council's business and will also be the Responsible Financial Officer; in the execution of these duties the successful applicant will be expected to be competent in the use of appropriate computer word processing and financial packages.

In support of the general administrative aspects of the role, the successful applicant will be expected to have or to develop a strong awareness of the obligations and opportunities of the Parish Council within the local government structure of the UK and to constructively assist the Parish Council in both meeting these and in representing the views of its constituents.

The position is for 8-16 hours per week and involves working from home and being prepared to store relevant Council records. The successful applicant will be expected to attend meetings of the Parish Council which typically take place the first Monday of each month, as well as the occasional ad-hoc daytime/evening meeting where the Council would require the Clerk to attend. To develop and maintain good relations within the Parish and with the appropriate representatives of the Borough, County and neighbouring Parish and Town Councils. An hourly rate in accordance with nationally agreed conditions is payable and will depend on ability and experience.

For further details please contact

Joe Brady (Chairman)

01442 851 642 or 07545 017 252

joe_a_brady@hotmail.com

or

Lucy Bancroft (Clerk)

01296 660844 or 07590 989202

aldburyclerk@gmail.com

Closing date for applications: 14th January 2019