



Deputy Clerk

A new opportunity has arisen for the role of Deputy Clerk to Helleston Parish Council. We are looking for someone with strong financial knowledge who is a good team player, takes pride in their own work and enjoys working with members of the public. Knowledge of working within a local authority or voluntary sector organisation would be preferred, but full training will be given to the right candidate

Duties include, but not limited to:

Preparation for council/committee meetings

Serving of council / committee meetings

Inputting of receipts and payments

Reconciliation of bank accounts

Understanding the running of community facilities

Supervision of a small team, in absence of the Clerk

Regular finance reports

Project work and obtaining best value for the council

Deputising for the Clerk to the Council

Check all invoices received for the council

Monitoring income and expenditure against budget

Polite and courteous customer service

Inspection, Maintenance and Repair of Parish Assets

Writing reports and information provision for councillors

Updating of the website and social media

Driving licence essential

Hours: Full Time (37 hours per week)

Pay: SCP 18 (currently £29,269 per annum – with 2024 pay award pending)

Location: Diamond Jubilee Lodge (but would be expected to travel locally)

For an informal discussion concerning the role please contact Faye LeBon on 01603 301751. For further information and an application form, please visit our website at www.hellesdon-pc.gov.uk or email clerk@hellesdon-pc.gov.uk

CLOSING DATE: Friday 28th June (midday)