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**VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCE OFFICER**

Lingfield Parish Council is looking for someone with the drive, determination and organisational skills to manage a varied workload and improve the quality of life for residents in Lingfield and Felcourt.

As the Proper Officer of the Council, you will be responsible for managing the administration and finances of the Parish Council. Duties will include: attending meetings twice a month on Wednesday evenings; preparation of agendas and minutes; implementing the decisions and resolutions taken at Council meetings; keeping accurate financial records, setting the budget, in conjunction with the Council, and preparing end of year accounts; dealing with correspondence; maintaining the Council website and social media platforms; ensuring all statutory and regulatory requirements are met. In addition to managing the day-to-day work of the Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The successful applicant will be a highly-motivated and forward-thinking individual who can promote the interests of the community by forging strong local partnerships. They must be an excellent communicator with a positive ‘can-do’ attitude, combined with administrative and financial experience. They will need to be able to work independently, be well organised and have good IT skills.

The ideal candidate will be: a CILCA qualified Parish Clerk or a person willing to work towards this qualification; have a working knowledge of Local Government procedures; and the ability to be flexible with regards to the needs of the job.

This is a half time post and the successful candidate will work at the Parish Office in Lingfield and Dormansland Community Centre for 16 hours a week with the remainder of the time being used for meetings and other out of office duties.

Starting salary will be based within the salary scale range SCP 24-28 (£31,099 - £34,723) pro rata)

+ membership of the Local Government Pension Scheme and benefits.

Salary will be dependent on qualifications and experience.

If you are interested in applying for this position or want to obtain more information, please contact: lingfieldpc@gmail.com or telephone 01342 835557.

Please note that CVs will not be accepted, applicants must complete and return an application form to apply.

**Closing date for all applications: 10th July 2023**

**Interviews will take place on 13th or 14th July 2023**