**Beausale, Haseley, Honiley and Wroxall Parish Council**

**Vacancy**

**Parish Clerk & Responsible Financial Officer**

Part-time (25 hours/month). Permanent role.

**Beausale, Haseley, Honiley and Wroxall Parish Council is looking to appoint a Parish Clerk and Responsible Finance Officer to be accountable for the administration and financial management of the Council. The Council is seeking a candidate with good organisational, secretarial and administrative skills and with good numerical and financial acumen. Applicants should have an understanding of rural issues, a desire to provide high quality services to the community and, preferably, live within or close to the parish.**

Key Areas of responsibility:

**Meetings, Policies & Procedures** - Manage the evening meetings of the Council including: preparing the agenda, taking the minutes, advising Councillors on procedural/legal matters and progressing actions. Ensure the effective implementation of all Council policies and procedures.

**Planning** **Applications** - Ensure planning applications are circulated to Councillors, and after consideration by the Council, submit responses to the Local Authorities in accordance with timescales and policies.

**Finances** – Be responsible for the Council’s finances. Preparation of financial reports to Councillors, payment of invoices, banking, end of year accounts including the AGAR, submission of accounts for internal and external audit, VAT reclaim, preparing for budget review and precept determination.. Previous experience in managing accounts is a requirement of the role.

**Administration/Communication** - Deal with correspondence, draft public notices and undertake all necessary administration of the Council. Administer and regularly up-date the Council’s website.

Candidates must have experience of admin/secretarial work, and possess a high standard of oral and written communication skills. They should be capable of working independently without supervision and have the ability to deal with a range of issues. Good interpersonal skills are essential as the Clerk is in regular contact with parishioners and other agencies. Experience in a similar role, knowledge of Local Government or CiLCA qualification would be an advantage. A laptop is provided for the role.

Salary: LC1 points 13-17 depending upon experience, CiLCA qualification and transferable skills. The role is home-based with a Working from Home allowance. The Clerk is required to be responsive to emails and calls on a regular basis so hours must be spread across the week. In addition to statutory holidays the post is entitled to 21 days leave annually.

Please contact the Clerk/RFO for more details and a full job description and person specification clerk@bhhw-pc.gov.uk.

The Chair, Cllr Janet Gee, would be pleased to have an initial discussion with interested candidates and this can be arranged through the Clerk.

Application is by CV and written statement, setting out how you meet the person specification for the role, and why it is of interest to you.  Please send your application to [clerk@bhhw-pc.gov.uk](mailto:clerk@bhhw-pc.gov.uk). Application deadline: Friday 3rd October 2025.