



Hatton Parish Council

Vacancy Parish Clerk and Responsible Financial Officer

Owing to retirement, Hatton Parish Council is looking to recruit a new Parish Clerk and Responsible Financial Officer. Hatton Parish is set in the rural countryside of Warwickshire about four miles north west of Warwick. The main settlements are those of Hatton, Hatton Park and the more recent Union View. The team of eight parish councillors represent circa 900 households.

This position of 25 hours per calendar month combines working from home and attending meetings generally held in the evening. The nine monthly council meetings held on the fourth Monday of the month plus, the annual parish meeting, circa five CIL (Community Infrastructure Levy) meetings per year and the occasional meeting with the auditor.

As our clerk you will provide administrative and clerical support: preparing the agenda and writing minutes; providing advice to councillors to ensure legal compliance; and executing the Council's decisions. You will need to update council policies, deal with correspondence and ensure planning applications are viewed, discussed and actioned within the deadlines provided. You will also be responsible for updating the Council's website and social media. As the Responsible Financial Officer, you will be responsible for: preparation of the monthly reports for the Councillors; payment of invoices; banking; and compiling end of year accounts. As part of the role, you would also be expected to complete the AGAR; submit the accounts for internal and external audit; prepare the budget review and precept request.

We are looking for someone who is highly organised and shows attention to detail. You should have excellent oral and written communication and some accounting experience. We would expect you to be adept at working in Word and Excel and be familiar with website editing.

Local government experience would be an advantage but is not essential. Training and personal development is provided. The salary will start at £4,000 per annum with remuneration and hours to be formally assessed in the first year. More information about us can be found on our website: www.hattonpc.com.

If you are interested, please email a letter with your CV to: mletocq@gmail.com, or if you would like to have an informal chat about the role, you may contact our chairman, Martin LeTocq, on 01926 484 329. Closing date 31st December.