

Newington Parish Council

Vacancy for Parish Clerk

A vacancy has arisen for the post of Clerk to Newington Parish Council.

Newington is a small village on the outskirts of Folkestone with population of approximately 300 residents and a precept of £7000 per year.

The Clerk to Newington Parish Council provides support to the Council and is the main point of contact for Newington residents, other local councils and organisations. The Clerk is also the Responsible Financial Officer of the Council.

The position is for five hours per week, working from home with laptop, printer and stationery provided. Parish Council meetings take place in the evening on the second Monday of every other month.

You will be entitled to 20 days holiday per calendar year as well as the usual public holidays and sick pay. The salary will be based on the National Association of Local Councils pay scale dependent upon experience and qualifications. (£10.04 to £12.73 per hour)

Duties include:

- Arranging & attending all Parish Council meetings and the Annual Parish Meeting
- Preparation of Agendas and Minutes
- All Parish Council administration and correspondence
- Dealing with all financial matters including preparation of financial statements for the Annual Audit
- Submitting claims for reimbursement of VAT as well as dealing with PAYE.
- Ensuring Planning Applications are dealt with and comments submitted to Folkestone & Hythe District Council
- Maintaining the Parish Council website

The ideal candidate will be a good communicator, someone who is confident and can work on their own initiative. They must have good personal skills and be organised.

Please contact Melvyn Twycross at clerk@newingtonandpeene-pc.gov.uk for further information.

Closing date for applications is Friday 25th June 2021