Advert Draft

Elmswell is a thriving large village in Mid Suffolk, in fact, one of the largest in Suffolk, with a population of c.5300, its own rail station and excellent road links via the A14 to Cambridge and Ipswich. We are looking for a self-motivated and enthusiastic professional to take on the role of Parish Clerk and Responsible Finance Officer. The role will be part-time, between 25 & 30 hours per week, which will be kept under review. It will primarily be an office-based role but with the flexibility for some home-based working by arrangement. There will also be a requirement to attend at least 11 evening meetings of Council per year with possible additional committee meetings should they be called.

The Council has a sizeable property portfolio based on the Blackbourne community centre and playing fields where the Parish Council offices are housed. Additionally, we own and run the Wesley coffee shop and meeting hall together with the adjacent Elmswell Tavern, a recently refurbished and reopened community public house. You will line manage two clerical staff based at the offices, an Assistant Clerk, primarily responsible for the accounts procedures plus a clerical assistant who is responsible for room lettings at the Blackbourne and Wesley but both undertake a full range of other duties. In addition, you will line manage the General Manager of the Elmswell Tavern/Wesley Coffee Shop for personnel issues.

Remuneration for the role will depend on the successful applicant's knowledge, experience and qualifications but will fall within the LC3 complexity range with the spinal point to be determined by experience and qualification, pro rata to the scale £45,529pa to £54,143 for a full-time post.

The ideal candidate will have a proven track record and experience in parish administration or other appropriate local government sector and be CILCA qualified, or, at the very least, prepared to study for the qualification, which would be funded by the Council. They should demonstrate a real interest in the local area and be prepared to build close relationships with other village organisations.

Application is by CV and covering letter which should be emailed to clerk@elmswell-pc.gov.uk. The job description and person specification are available to download from the Council's website https://elmswellpc.gov.uk where you will also find an information pack for potential applicants.

If you would like an informal chat about this opportunity please feel free to contact the current Interim Clerk, Cllr Mike Schofield on the above email address to arrange a call.