



ASSISTANT CLERK/RESPONSIBLE FINANCE OFFICER

**Salary Scale SCP 24 – 28 £27,905 - £31,371 (pro rata)
(dependent upon experience and qualifications)
15 – 20 hours per week**

Applications are invited from suitably qualified and experienced persons for the part-time position of Assistant Clerk/RFO. Applicants must have a good general level of education, be experienced in financial management, preferably in a local authority context, with experience of SAGE accounting system or similar accounting package an advantage. Excellent administration, IT and communication skills are essential.

The post involves evening meetings, including Planning and Highways meetings currently held every 3 weeks.

The Council serves a population of approximately 11,500 with a precept in excess of £300,000 and is an active and progressive authority.

The successful applicant must hold, or be prepared to obtain (within a specified time period), the Certificate in Local Council Administration (CiLCA). Must have a positive and friendly outlook, be self-motivated and be able to work effectively as part of a small team.

The Council is a member of the Local Government Pension Scheme into which the postholder will be enrolled. Holiday entitlement is 22 days plus 5 additional days after completion of 5 years' service with the Council.

Closing date for applications: Noon on 24 May 2019

Date of Interviews: 5 June 2019

For an application pack, please email asstclerk@hwpc.org.uk or tel 01435 865700 or available for download on www.hwpc.org.uk

Miss Helen Johnson
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