

# Normandy Parish Council

Serving Our Community through working in Partnership

## Job Advertisement

### **Parish Clerk and Assistant Clerk vacancies**

Normandy Parish Council, a parish within Guildford Borough of Surrey, is seeking candidates for the vacancies of Parish Clerk and Assistant Parish Clerk. One of the roles will include being appointed as the Responsible Financial Officer (RFO) for the Council, and this will be determined based on the skills of the applicants for both roles.

These vacancies represent an excellent opportunity to join a revitalised Parish Council which is developing a clear vision for Normandy, and for individuals with the right skills, knowledge, experience and disposition to take on the challenging yet rewarding roles of Parish Clerk and Assistant Clerk to support the councillors in their strategic aims.

The roles will be home based initially, although among the exciting projects the council is working on are securing appropriate premises to house a Parish Office to further enhance communication with residents. Some evening work will be required to attend meetings, and there may be other weekend work required on occasions.

Remuneration for each role will depend on the allocation of the RFO responsibilities and the knowledge and experience of the successful applicant, and a salary range is provided in the detailed recruitment information pack. Full training will be provided, and an experienced mentor may be assigned to support the new team once in place.

The ideal candidates will have a proven record of success and experience working in the local government sector, but more importantly will demonstrate a real interest in the village and a dedication to delivering services of the highest quality to residents, businesses and visitors to Normandy.

If this sounds interesting to you and you wish to be considered for the either role, please download the recruitment information pack and appropriate application form from the Parish Council website [www.normandyparishcouncil.gov.uk](http://www.normandyparishcouncil.gov.uk) or contact the Locum Clerk on 07428 647069 or via email [andy.beams@normandyparishcouncil.gov.uk](mailto:andy.beams@normandyparishcouncil.gov.uk) for more information.

Closing date for receipt of applications is **Friday 17 September 2021**.