

Normandy Parish Council

Serving Our Community through working in Partnership

Normandy Parish Council, a parish within Guildford Borough of Surrey, is seeking an enthusiastic candidate for the following vacancy:

Parish Clerk and Responsible Financial Officer (RFO)

37 hours per week (part time applicants may be considered)

SCP 24 -28: £28,672 - £32,234 (pro rata), dependent on experience and qualifications

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

The role 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 the role will depend on the allocation of 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 successful candidate once in place.

Ideally, the candidate 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 role, please download the recruitment information pack and appropriate application form from the Parish Council website www.normandyparishcouncil.gov.uk or contact the Locum Clerk on 07428 647069 or via email andy.beams@normandyparishcouncil.gov.uk for more information.

Closing date for receipt of applications is **Friday 7 January 2022**.