



LITTLE GADDES DEN *parish council*

Recruitment for the role of Clerk & Responsible Financial Officer

The current fixed term contract for the post of Parish Clerk and Responsible Financial Officer (RFO) is coming to an end on 31 July 2023. Little Gaddesden Parish Council is commencing the recruitment process for the permanent position.

Key responsibilities include advising the Parish Council on their legal responsibilities, preparation and monitoring of budgets, project management, clerking a range of council meetings, and playing a role in the strategic direction of the council. Helping to promote and deliver high-quality services and facilities from Herts CC and Dacorum BC to the communities of Little Gaddesden is also a key element of the role.

The hours vary from 12.5 a week to 25 hours a week. Working mainly from home, using a laptop provided by the Parish Council, the working times during the week are flexible. Council meetings occur every month, usually on the third Monday evening of the month. Attendance at these meetings is essential. Other meetings may be required from time to time. Otherwise, the Clerk works on their own, seeking support as necessary from Councillors and professional support bodies such as the Hertfordshire Association of Town and Parish Councils (HAPTC).

Local government experience would be an advantage. The role holder must have a 'can do' attitude, a flexible and creative approach, and willingness to take on challenges. The successful applicant will hold, or be prepared to work towards, the Certificate in Local Council Administration (CiLCA). Further information, and an application form, is available from the Chair Cllr Paul Kelly, kelly.paul3@gmail.com or by calling 07879 443333. Alternatively, you can download the job details and application form from www.littlegaddesdenpc.org.uk.

The closing date for receipt of applications is noon on **7th April 2023**
Interviews will take place week commencing **10 April 2023**.

Vicki Fruish, Clerk & Responsible Financial Officer to Little Gaddesden Parish Council.