

**CLERK and RESPONSIBLE FINANCE OFFICER-  
CHIDHAM & HAMBROOK PARISH COUNCIL.**

Closing Date: ~~1<sup>st</sup> June 2018~~ Amended date 25th May 2018

Workplace: Home

Hours: Part time c16 hours per week

Rate of Pay

Based on a full time equivalent of c£25,000 p.a. (based on full time equivalent of 37 hours per week- negotiable.

Contact:

for an informal discussion please contact  
Jacky Sheppard 01243 573 467  
[jackysheppard3@gmail.com](mailto:jackysheppard3@gmail.com)

Description:

The successful applicant will work with a committed team of ten parish councillors in a semi-rural area west of Chichester. You will have excellent interpersonal and communication skills; IT literate; enthusiastic about the role; competent in managing finances and ensuring proper financial records are kept. You will arrange meetings; issue agendas and prepare minutes. Parish Council meetings are held monthly on Thursday evenings, with other meetings such as Planning and Finance being held on Tuesday evenings. Training and support will be provided.