



# KINGS LANGLEY PARISH COUNCIL

Charter Court, Vicarage Lane, Kings Langley, Herts, WD4 9HR

## Job Vacancy Clerk to the Council

**An excellent opportunity has arisen to be part of a team continuing to make Kings Langley a special place to live, work and visit.**

**This is a permanent, part-time position, based in the council offices in the village. Working 29 hours per week with core hours of 9am to 3:30pm, including attendance at evening meetings (currently 2 per month), for which you will produce agendas/minutes, reporting to the Council's Chairperson, also managing and motivating a small team.**

**A prior knowledge of this type of role, particularly concerning administration and accountancy, using Microsoft Office Outlook, Word and Excel would be advantageous. The role includes liaison with Councillors, members of the public, and other organisations, especially those in the local government sector.**

**As the Council's 'Proper Officer', you will be expected to provide legal advice to the Council, and as the 'Responsible Financial Officer', you will be required to manage the Council's Financial Affairs.**

**Previous experience is desirable, but most important is a candidate's ability to learn with training and support.**

**Salary will be based on the national scale, (£39,186 pa for 37 hrs pw) pro-rated to £30,713pa with 25 days holiday pa plus bank holidays. It is a pensionable post.**

**A detailed job description, person specification and application form can be found at [www.kingslangley-pc.gov.uk](http://www.kingslangley-pc.gov.uk)**

**For an informal discussion about the role please contact Councillor Debbi James-Saunders on 01923 266391 or by emailing [debbi.james-saunders@kingslangley-pc.gov.uk](mailto:debbi.james-saunders@kingslangley-pc.gov.uk)**

**Applications close at 9 am on Wednesday 31<sup>st</sup> January 2024**