

Vacancy: Assistant to the Parish Clerk and RFO.

Location: Hildenborough Parish Council

Salary: Initially £15 per hour plus mileage outside of Hildenborough and home allowances.

Hours: Part-time flexible working hours, Monday to Friday, approx. 15 hours per week including attendance up to three evening meetings per month. (Normally 2 per month held on a Monday )

### **About Us**

Hildenborough Parish Council is a vibrant local authority dedicated to serving our community and enhancing residents' quality of life. We are committed to financial transparency, efficient management, and a supportive enjoyable work environment.

### **Role Overview**

We are seeking a detail-oriented and proactive clerical assistant to support our Clerk/Responsible Financial officer in their duties. The successful candidate will provide general administrative assistance and act as a deputy in the Clerk's absence to ensure the smooth operation of the council. Candidates need not have prior experience with local government but must be willing to work towards Council recognised qualifications.

### **Key Responsibilities**

Assist in preparing for and attending meetings, taking accurate minutes.

Perform general clerical tasks, including document handling & distribution.

Undertake relevant online training for future progression within the council.

### **Requirements**

Previous administration experience highly desirable.

Experience with Microsoft 365 and social media.

Ability to work independently from home.

Access to own transport is a requirement with a full and valid driver licence.

Lives close approximately to the Village and has experience/knowledge of the local area.

### **How to Apply**

To apply, please send your CV, complete GDPR consent form and cover letter outlining your experience and suitability for the role to: [Clerk@hildenboroughparishcouncil.gov.uk](mailto:Clerk@hildenboroughparishcouncil.gov.uk)