

SISTON PARISH COUNCIL

www.sistonparishcouncil.org.uk

Clerk and Responsible Financial Officer

15 hours per week

Salary £25,481 - £28,672 (pro rata)

An enthusiastic and highly motivated person is sought by Siston Parish Council to be its Clerk and Responsible Financial Officer (RFO).

This is a home based position working 15 hrs per week although flexibility is required together with attendance at evening meetings.

The successful applicant can expect a salary between SCP 19 – 24 on the NJC Local Clerks' salary scale (pro rata based on 37 hour week) depending on qualifications and experience and 22 days holiday (pro rata).

The ideal candidate will have excellent organisational, communication, financial, legal, administrative and I.T. skills.

The ability to work effectively and efficiently under pressure and on their own initiative is essential.

The successful candidate, if not already qualified, will be prepared to study for the Certificate in Local Council Administration (CiLCA) and undertake other training opportunities as required.

Local government experience is desirable but not essential.

For an application pack please contact the current Clerk, Ellen Kenny via email:- sistonpc@gmail.com or telephone 07946 858048.

Closing date for applications: 21st October, 2020, 5.00 pm.