

FLAX BOURTON PARISH COUNCIL

VACANCY

Parish Clerk and Responsible Financial Officer

Salary NJC Salary Point hourly rate of between £11.45 (point 13) and £12.39 (point 17) dependent upon qualifications and experience with appropriate expenses paid for administration costs and travel.

Hours of work – 12 hours per week which includes one evening Council meeting monthly and additional meetings when required.

The Parish Council is seeking to appoint a new Clerk who can manage the Council's statutory obligations, organise and record the Council's activities, assist the Parish Councillors and promote the interests of the Parish. The Clerk is not required to live in the Parish but will need to attend the meetings held in the Parish and the Clerk may also be required to represent the Parish Council at local authority and partner meetings. Working from home, the Clerk will need space for the normal office based equipment including a laptop and printer (provided by the Council) and office sundries.

The successful candidate will need:

- To be an excellent communicator, self-motivated and have a flexible attitude.
- Strong organisational, financial management and administrative skills.
- Ideally, a basic knowledge of the workings of Local Government. A Certificate in Local Council Administration (CiLCA) would be desirable but not essential.
- To be able to deal with a wide range of situations and demands.
- Excellent office skills including experience with word-processing and spreadsheet applications such as MS Word and Excel, as well as confidence using e-mail and the internet.

Completed CV's will require details of two references, one of whom should ideally be a past or present employer. References will only be contacted should an offer of employment be made.

For further background information or to discuss the requirements of the job, please don't hesitate to contact clerk@flaxbourtonparishcouncil.com or call 0776 303 1435 for an informal chat. Alternatively, you may contact the Chair, Jane Moss at jane.moss@flaxbourtonparishcouncil.com.