

MARKSBURY PARISH COUNCIL

Vacancy for:-

Parish Clerk and Responsible Financial Officer
Marksbury Parish Council, Bath & NE Somerset.

Salary NJC Salary Point dependent upon qualifications and experience with appropriate expenses paid for administration costs and the use of your car.

Hours of work – no less than 22 hours per calendar month which includes one evening Council meeting bi-monthly and there may be additional meetings when required.

Owing to a change in circumstances of the present Clerk, 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 Parish is made up of the parishes of Marksbury, Hunstrete and Stanton Prior within the Unitary Authority of B&nes. (For more information on the community visit www.marksburyparishcouncil.org.uk). The Parish has six elected Members serving an electorate of 324 with a current annual income of approximately £6,700. The formal meetings of the Parish Council are currently on the final Tuesday of the month, bi-monthly. There is also an evening Annual Parish meeting and Annual General meeting, usually preceding the May meeting.

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, printer, office sundries and some document storage.

The successful candidate will need:

- To be an excellent communicator, self-motivated and have a flexible attitude.
- Strong organisational, financial management and administrative skills.
- Have a basic knowledge of the workings of Local Government. A Certificate in Local Council Administration (CiLCA) would be ideal but not essential.
- Be able to deal with a wide range of situations and demands.
- Have excellent office skills including MS Word and Excel plus be familiar with all Internet and e-mailing procedures.

Completed CV's will require details of two referees, one of whom should ideally be a past or present employer. CLOSING DATE TUESDAY 5th MARCH 2019.

It is envisaged to have the new clerk in post by 1 April however the existing clerk will be available to assist with the transition during April if required.

For further background information please contact the Clerk Elaine Weightman at marksburyparishcouncilclerk@gmail.com or 07725165181.