

BLEADON PARISH COUNCIL

www.bleadonparishcouncil.co.uk



Due to the ill-health of our current clerk, applications are invited for the post of

CLERK AND RESPONSIBLE FINANCE OFFICER

18 HOURS PER WEEK, HOME BASED

SALARY: SCP 18-23 (£24,313 - £26,999 pro rata) depending on experience

The Clerk is responsible for the administrative and financial functions of the Parish Council. A highly motivated and enthusiastic person with excellent interpersonal skills is sought for this post.

The Clerk will be expected to work from home but will travel to Council meetings (primarily held on a Monday evening) and other meetings as instructed by the Council.

A high degree of literacy and numeracy, excellent organisational and IT skills are essential. The Clerk will advise the Council, take minutes, deal with correspondence, maintain the Council's website, manage the Council's accounts and prepare financial statements and data for audit, manage tax and pension systems and oversee Council employees and contractors.

Appropriate previous local government/Parish Council experience is desirable, as is possession of the Certificate in Local Council Administration. The Council will arrange any training necessary.

CLOSING DATE: Friday 31st January 2020

INTERVIEW DATE: To be advised

Please request an application pack by email from:

parishclerk@bleadonparishcouncil.co.uk

For an informal discussion about the role with the current Clerk please phone Marian on 07453 358318