



BLEADON PARISH COUNCIL

www.bleadonparishcouncil.co.uk

CLERK AND RESPONSIBLE FINANCE OFFICER

18 HOURS PER WEEK, HOME BASED

SALARY: SCP 18-23 (£27,344 - £30,149 pro rata) depending on experience

SCP 24-28 (£31,099 - £34,723 pro rata) depending on experience

Located near Weston-super-Mare in North Somerset, this is a largely rural parish of some 1,000 inhabitants. This part-time post offers an excellent opportunity to work with a team of dedicated Councillors to serve and improve the local community.

The successful applicant will play a key role in Council and parish affairs and must be approachable, enthusiastic and self-motivated. Good organisational and administrative skills are essential. There will be the opportunity for personal improvement through training and qualifications.

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.

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.

The post is set within pay scale LC2, **points 24 to 28**. This part-time post will be based on 18 hours per week (**£15,129.24 to £16,892.27 p.a.**).

CLOSING DATE: Friday 14th July 2023

INTERVIEW DATE: The week beginning July 24th 2023.

Please request an application pack by email from:

parishclerk@bleadonparishcouncil.co.uk

For an informal discussion about the role with the current Locum Clerk please phone Liz on 01934 822441

Commented [LS1]: For reference I have averaged 18 hours a week. You might want to consider whether you want to consider adding the parish news under the Clerks remit (therefore adding time) or consider hiring a comms officer.

Commented [LS2]: I would probably say the post is scp 24-28