



CLERK AND RESPONSIBLE FINANCE OFFICER

18 HOURS PER WEEK, HOME BASED

SCP 24-28 (£31,099 - £34,723 pro rata).

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 evenings), drop in sessions and other meetings as instructed by the Council.

This part-time post will be based on 18 hours per week set within pay scale LC2, starting at point 24 (£15,129.24).

CLOSING DATE: Monday 17th July 2023

INTERVIEW DATE: Wednesday July 26th 2023 (please let us know if you are unavailable on this date - it will not affect consideration of your application).

[Click here for an application pack](#)

[Click here for an application form - CVs will not be accepted:](#)

parishclerk@bleadonparishcouncil.co.uk