

ASTLEY PARISH COUNCIL

Vacancy for Parish Clerk/RFO

Applications are invited for the position of Parish Clerk/RFO. This is an interesting and varied position (5 hours per week), working mainly from home. Attendance is required at 10 evening meetings per year, and at other meetings arranged as necessary throughout the year.

Duties will include the preparation of agenda papers, taking minutes, dealing with correspondence, and preparing financial accounts. Day to day up-keep of the website and Parish Council records to ensure that all Transparency Code and other documents are available and up to date. The Clerk will be responsible for providing professional advice to ensure proper procedures are followed and to ensure the Council acts within its powers. Applicants should have IT and administrative skills and some local government experience would be helpful. The person appointed will be accountable to the Council for the effective management of its resources and will be responsible for all financial records of the Council.

Salary will be based upon the NJC salary scales, depending on qualifications and experience. For an informal discussion about the post please contact Gail Power, Locum Clerk: Tel 07494 462264

To apply, please email a letter of application setting out your relevant experience to: astleypc@hotmail.co.uk