

JOB VACANCY

STOKE ST GREGORY PARISH COUNCIL – PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER (RFO)

Stoke St Gregory Parish Council is looking for a new Clerk/Responsible Finance Officer.

This post is part-time, and home based for an average of 29 hours per month, some months are quieter and some busier. Payment is currently paid monthly – as per the local Government Salary Guide (NJC PayScale's) and commensurate with experience and qualifications.

The working hours are very flexible other than the post holder must be able to attend the monthly evening council meetings, currently held on the second Monday of each month.

The applicant must be computer literate and will be responsible for organising all meetings of the Parish Council, publishing agendas and minutes, and dealing with all correspondences via mail, email, and telephone.

The Clerk is responsible for maintaining all Burial Ground records and administering the burial ground.

As RFO, the Clerk is also responsible for all aspects of financial administration of the Council.

This is a precis of the job which will also include various and ad hoc items which keeps the job varied and interesting.

Whilst it is not necessary to hold the "Certificate in Local Council Administration" qualification, it will be a requirement that is undertaken. A good local knowledge of the Parish would be an advantage.

Should you wish to discuss the vacancy further please contact either the current clerk Kelly de Silva (ssgparishclerk@hotmail.co.uk) or the Chair Janice Pearce (pearcejanice@hotmail.co.uk) who would be happy to answer any questions you might have.

To apply, please send your CV and covering letter by email to ssgparishclerk@hotmail.co.uk

The start date for the role will be July, although there can be some flexibility on this.