

BROOKTHORPE-WITH-WHADDON PARISH COUNCIL

CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary within grade SCP 15 – 21 - £13.45 - £15.02. per hour.

Part-time 8.5 hours per week – (flexible working hours if appropriate)

Location – Home

The Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, facilities and finances. You are expected to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management, however training can be provided.

Some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this part-time post which involves evening and very occasionally weekend attendance.

Please email [brookthorpe@gmail.com] for more information and an application form.

Closing date for applications: 27th September 2024

Interviews will take place during the week commencing 7th October 2024

Brookthorpe-with-Whaddon Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.