Clerk & Responsible Financial Office to Baltonsborough Parish Council

Baltonsborough Parish Council seeks to appoint a Parish Clerk and Responsible Financial Officer (RFO). This is a part-time post working approximately 20 hours a month and will put you at the heart of this thriving local community and involve a varied workload.

The Clerk works from home; a laptop and printer are provided, and an allowance is given for office expenses. Mileage and any incidental expenses incurred for Council business will be reimbursed. Parish Council meetings are held on the first Thursday of each month in the evening attendance of which is a requirement of the position.

The Parish Clerk is responsible for organising all meetings of the Council, publishing agendas and minutes, dealing with correspondence and liaising with other organisations. As RFO, the Clerk is responsible for all aspects of financial administration including preparing the annual end of year accounts.

The successful candidate will be enthusiastic about supporting councillors and residents to improve the parish. They will have good administrative, organisational, numeracy and computer skills with a knowledge of Word and Excel and have a keen interest in understanding local issues. It would be preferable, but not essential, if the successful candidate lived in or close to the Parish.

Salary: NALC rate LC1 SCP 16/17 pro rata (approx. £9.96 an hour), dependent upon experience.

For further information, job description or an informal discussion please email as above or contact the current Clerk Cheryl Aldridge Tele: 01458 851232.

To apply, please send your CV and covering letter to baltonsboroughparishclerk@gmail.com by Friday 31st July 2020, interviews will be held in August with a view to commencing employment at the beginning of September.

Due to Covid-19 and social distancing rules, interviews may need to be held virtually therefore please indicate on your application if this is an option for you.