

## CLERK TO FLAX BOURTON PARISH COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

**The Parish Council invites applications for the above position.**

**Hours:** Flexible working, 12-15 hours per week (negotiable), including the monthly meeting of the Parish Council, which is currently on the second Monday of each month.

**Salary:** Scale NJC Salary points 21-26 (£10.44-£12.13 per hour) subject to qualifications and experience.

**Contract Status:** Permanent

**Location:** Home working. Council meetings are held at Flax Bourton Village Hall.

Owing to a change of circumstances of the present Clerk, the Parish Council is seeking to appoint a new Clerk who can manage the Council's statutory obligations, organise and record the Council's activities, assist the Parish Councillors and promote the interests of the Parish. Further information on the work of the Parish Council can be found on the Council's website at [www.flaxbourtonparishcouncil.co.uk](http://www.flaxbourtonparishcouncil.co.uk)

The Clerk is not required to live in the Parish but will need to attend meetings in Flax Bourton on a regular basis. Working from home, the Clerk will need space for the office equipment provided, including a laptop, printer and key documentation.

The successful candidate will:

- Be an excellent communicator.
- Be self-motivated and have a flexible attitude.
- Be well-organised, able to deal with a wide range of situations and demands.
- Have good office IT skills including MS Word and Excel.
- Have knowledge of the workings of Local Government. A Certificate in Local Council Administration (CiLCA) is desirable; otherwise a commitment to obtaining this qualification within 2 years of commencing employment.
- Have experience of preparing and monitoring a budget.
- Have experience of administering meetings, including preparing agendas and minutes.

For further information, please see the job description and person specification on the Flax Bourton Parish Council website.

Please submit an up-to-date CV along with a covering letter that details how you meet all the criteria for the role and what you can bring to the post via email to [clerk@flaxbourtonparishcouncil.co.uk](mailto:clerk@flaxbourtonparishcouncil.co.uk).

*The closing date for applications is MIDNIGHT on 19 May 2017*

For further information or an informal discussion please contact the Clerk, Lorna Dukes, on 0776 303 1435 or [clerk@flaxbourtonparishcouncil.co.uk](mailto:clerk@flaxbourtonparishcouncil.co.uk) or the Chair, Jane Moss, on 0774 092 7786 or [phjamoss@aol.com](mailto:phjamoss@aol.com)

Flax Bourton Parish Council is committed to equality of opportunity and welcomes applications from all sections of the community. Please note that the successful applicant will be offered the role subject to pre-employment checks in line with BPSS guidelines. Flax Bourton Parish Council undertakes not to discriminate unfairly against any disclosure on the basis of conviction or other information revealed.