

Parish Clerk & Responsible Finance Officer for Blo' Norton

The post is part time, home-based working flexibly an average of 12.5 hours per month. Meetings (usually 4-6 per year) are normally held at 1930 hours on the second Tuesday of each month and occasionally we might like you to attend other ad-hoc meetings as well. The post-holder will be provided with a Parish Council owned laptop and printer.

Ideally you will live locally and already have Parish Clerk experience, but this is not essential. You will have to be highly motivated, well organised and have good judgement. You need great communication skills as you will be liaising with Parish councillors, the district and county council as well as statutory bodies.

You will prepare the monthly agenda, record accurate minutes and follow up on action points from the meeting. Managing the correspondence is an important part of the role and as an increasing amount of information is sent electronically and you will be updating our website, you should have reasonable IT skills

There is also a need to keep accurate and detailed financial information, including using the HMRC PAYE system so some knowledge of basic accounting would be helpful.

Current pay is £8 per hour.

You will be expected to take up the post from 1 August 2016.

CVs, together with covering letter to be sent to the Chairman, Blo' Norton Parish Council via bnparishclerk@googlemail.com by the closing date of 1 July 2016