

BERGH APTON PARISH COUNCIL

Parish Clerk and Responsible Financial Officer

The Parish Council is looking for a new Clerk to act as a proper officer of the Council, managing day to day Council business, providing regulatory advice to the Council and implementing the Council's decisions.

Previous experience and qualifications in a similar role are desirable, but not essential as training can be given. A local candidate is preferable to join this enthusiastic and pro-active Council.

The post is home based, part time with requirements to attend meetings (generally every other month).

Hours: The contracted hours are 4 hours per week

Salary: Pay and conditions are based on the National Association of Local Councils, depending on experience and qualifications.

To apply: Please forward CV and letter of application in the first instance to:

Mrs Julie Gosling

Lodge Cottage, Sunnyside, Bergh Apton, NR15 1DD

or clerk@berghapton.org.uk

For an informal chat about the position please call Julie on 01508 480416

Closing date for receipt of applications is Friday 16th August with a view to a start date of 23rd September 2019.