

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 and Responsible Financial 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 SCP8.

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

Parish Clerk

clerk@berghapton.org.uk

For an informal chat about the position please call Amy on 07377653369

Closing date for receipt of applications is Friday 17th May 2024 with a view to interviewing w/c 20th May.