

CHERITON BISHOP PARISH COUNCIL

PART TIME CLERK AND RESPONSIBLE FINANCIAL OFFICER

Cheriton Bishop Parish Council has a vacancy for a part time Clerk and Responsible Financial Officer (7 hours per week). Salary will be dependent on qualifications and experience and will be in accordance with NALC and SLCC recommendations. The Council meets eleven times a year on the second Monday evening in the month.

Applicants should be highly motivated and well organised, and able to demonstrate an effective record of achievement in a similar role, be able to prepare budgets and accounts and be able to work flexibly and independently from home. Good oral, written communication, IT and strong interpersonal skills are essential.

Possession of the Certificate in Local Council Administration, or the commitment to obtaining this qualification within a year of appointment is essential

For informal discussions about the role contact the Chairman, David Tripp or Vice Chairman, Dennis Milton. Contact details on the Cheriton Bishop Parish Council website:

www.cheritonbishop-pc.org.uk

For an Application Form and Job Description please email:

clerk@cheritonbishop-pc.org.uk

Closing date for applications is 24th January 2020.