

VACANCY

BERKSWELL PARISH COUNCIL

CLERK and RESPONSIBLE FINANCE OFFICER

**Salary : NJC scale
(SCP 18 – 21 - £17,714 - £19,742 p.a. pro-rata)**

Part-time (circa 10 hours per week worked flexibly)

If you have a genuine interest in helping our Council deliver effective local services to the community, then this post is ideal.

You will ensure that all legal, statutory, financial, and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented, whilst developing healthy working partnerships with residents, and key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA), highly motivated, enthusiastic and community focused, you will bring sound communication, IT, financial and organisational skills, and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this part-time post which involves evening and weekend attendance.

If you'd like to find out more about the role please speak to the current Clerk, Sharon Butterworth on 07443 644896.

Please email: clerk@berkswellparishcouncil.org.uk with your cv.

Closing date for applications: 30th April 2015