**VACANCY FOR A CLERK AND**

**RESPONSIBLE FINANCIAL OFFICER TO ALVINGTON PARISH COUNCIL**

The Council is seeking to appoint an enthusiastic person to take responsibility for all aspects of the administrative and financial operations of the Council, including acting as Responsible Financial Officer, from January 2018.

Duties will include preparation of agendas, minutes, handling correspondence and financial budgetary control and ideally applicants should have some knowledge of local government, procedures relating to local councils and relevant IT skills.

The post will require working from home for 6 hours per week (to be worked flexibly) and the successful applicant will be required to attend evening meetings at least 10 times a year. Salary will be on the NJC agreed scale for a Level 1 council, starting point according to experience.

For further information please contact:

Emma Money

Parish Clerk

Alvington Parish Council

10 Puzzle Close

Bream

GL15 6HE

Tel: 01594 781501

# alvingtonclerk@outlook.com

Applications with reference to the job description should be sent by letter or email by noon on Thursday 30th November 2017