

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 November 2016.

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

The post will require working from home for 16 hours per month (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:

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Applications with reference to the job description and person specification should be sent by letter or email by noon on Wednesday 5th October 2016