

STAPLEGROVE PARISH COUNCIL

JOB VACANCY

Applications are invited for the post of **Clerk and Responsible Financial Officer** to Staplegrove Parish Council (7 hours per week, working from home, with an evening meeting, in the village hall, every two months) to start in January 2019.

Duties to include:

- Preparing agendas and minutes for Parish Council meetings
 - Dealing with all Parish Council correspondence
- Advising Councillors on matters relating to Council business
 - Settling bills and preparing accounts
- Preparing agendas and minutes for Meetings of the Staplegrove Playground Trust (trustee: Staplegrove Parish Council) and preparing the Trust's accounts.

Applicants must have good computer skills, the use of a computer and printer and access to the internet. Good communication skills and the ability to organise workload unsupervised is required. Basic accounting skills and experience of servicing meetings would be an advantage.

Remuneration

Pay is based on the National Association of Local Council's job evaluated pay scale LC1 spinal column points 18 to 22 (£9.808 - £10.953 per hour as of 1st April 2018). A working from home allowance will also be paid.

Further information

A copy of the Job Specification can be found on the parish website www.staplegroveparish.co.uk or email the current Clerk who will forward a copy to you (contact details below).

Applications

To apply please send your CV, with a covering letter, explaining why you are interested in the vacancy, and the names of two referees, to the current Clerk, Helen McInnes, 28 Gauntton Close, Taunton TA1 4TW or email to staplegroveparishcouncil@hotmail.com

Closing date

5pm on Thursday 6th December 2018. Applications received after this date will not be considered.

Interview date

Interviews will be held on Monday 17th December 2018.