

CLERK TO CAMELEY PARISH COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

Cameley Parish Council is looking for a part-time Clerk and Responsible Financial Officer. The post is a permanent contract for approximately 7 hours a week, equating to 33 hours per month.

The Clerk will be expected to engage with Councillors and Parishioners, and to positively support and guide members in the successful running of the council.

The successful applicant must:

- Be a confident and outgoing person with an interest in the local community.
- Have a good level of literacy and numeracy.
- Be computer literate, able to use word-processing and spreadsheet software.
- Be familiar with budget book-keeping and able to prepare / monitor a budget.
- Have good communication skills which include the following;
 - Experience of face to face, telephone, email and letter writing in a business capacity
 - Organisation and administration including experience of meeting administration.
- Possess, or be willing to work towards, CiCLA qualification, and maintain skills and knowledge.

Duties will include:

- Attendance at Parish Council meetings
- Attendance at meetings of Avon Local Councils Association, Society of Local Council Clerk and other relevant bodies as a representative of the Council as required.
- Producing in consultation with the Chair, agendas for meetings
- Producing minutes of meetings
- Monitoring and balancing of Parish Council budget and accounts and preparation of accounts for audit and VAT purposes
- Monitoring actions and decisions of the Parish Council and regularly reviewing of policies and governing documents
- Dealing with correspondence
- Managing Parish Council Assets
- Administration of the Parish Council website
- Line management of Village Operative

Salary will be at an hourly rate of between £10.36 p/hour and £12.04 p/hour (Scale Points 21 to 26 of the SCP Salary scales), depending on experience and qualifications.

Please submit an up to date CV by midnight on Friday 29th July 2016 along with a letter of application to:

Vice-Chair, via: email cllrmusins@templecloud.org.uk or post to 12 Meadway, Temple Cloud BS39 5BD

Further information, including a copy of relevant Job Description or for an informal discussion please contact Councillor Maria Musins, Vice-Chair of Cameley Parish Council on 01761 453482 or cllrmusins@templecloud.org.uk