

MISSON PARISH COUNCIL

VACANCY

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Applications are invited for the post of Clerk and Responsible Financial Officer to Misson Parish Council. The Clerk also has responsibilities for managing the Council's Cemetery.

The duties require sound organisational skills and the ability to manage financial matters (a separate job description gives full details). Relevant experience would be a significant asset along with knowledge of the local area, the requirements of the Council and its services. However, training is available, particularly for those new to the role.

The successful candidate will be a competent administrator with solid IT and financial management skills. The intention is to transition into the full role; first understanding and competently delivering the duties of Parish Clerk, then accepting responsibility for managing Misson Parish Cemetery, and then assuming the full; portfolio of the task by undertaking the role of Responsible Financial Officer. Training is available, and mentoring support will also be provided throughout transition.

The working hours are flexible and based on 40 hours per month. The Parish Clerk is required to be in physical attendance at the monthly Parish Council meetings, which occur in the evening of the first Wednesday of each month, except August when no meeting talks place.

The job is typically home-based, although the Council has access to the Misson Community Centre for archive storage and meeting members of the public. A laptop computer is provided. Starting salary LC1 – Spinal Point SCP 7 – 12 (£10.44 - £11.53) dependent upon qualifications and experience, plus work place pension.

If you would like to apply for this varied and developing role, please send your CV with a covering letter, highlighting the skills and experience you can bring to the role, to the Chair, Dr Mandy Walker, from whom further details are also available.

Chair@missonparishcouncil.org

Tel – 07974 139662

You are welcome to call for an informal discussion of the role.

CLOSING DATE FOR APPLICATIONS: 9.30am MONDAY 7th June 2021

Interviews: Week beginning: 14th June 2021
Start date 28th June 2021