

Saltford Parish Council is seeking a Parish Clerk and Responsible Financial Officer

to start on 10 July 2018 or as soon as possible

Hours

20 hours per week, to include some evening meetings

Location

Based in Saltford Library with the option of some home-based working

Salary

Local Council scale 1 spinal column points 23 – 25
(this starts at £21,268 – pro-rata)

Conditions of service are based on the National Joint Council for local government services terms and conditions

Responsibilities

- To be the Proper Officer of the Council and as such to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer
- To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out
- To advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions
- To be accountable to the Council for the effective management of all its resources and to report to them as and when required
- To be the Responsible Financial Officer and be responsible for all financial records of the Council and the careful administration of its finances

Apply

With CV and covering letter by email to
clerk@saltfordparishcouncil.gov.uk by 15 June 2018