

Parish Clerk for holiday cover

Saltford Parish Council is seeking a Parish Clerk & Responsible Financial Officer for holiday cover – to cover for the Clerk for periods of 2-3 weeks, the periods to be specified.

Starting with 2 weeks over Easter 2017, plus 2 days paid preparatory training.

Office base in Saltford library, or home based.

Local Council Scale 1 Spinal Column Point 23 - £21,268 pro-rata.

20 hours per week during periods of employment, hours by arrangement and to include Tuesday evening meetings.

Person Specification: administrative, IT, financial and communication skills are required, plus some experience of local council administration.

Applicants to be self-employed, responsible for their own tax, national insurance and pension payments.

Closing date: 28 February 2017.

Application by letter/email with CV and references.

Name/address for application:

Tricia Golinski, Parish Clerk

Saltford Parish Council

Saltford Library, 478a Bath Road, Saltford, Bristol BS31 3DJ

Tel: 01225 873300

Email: clerk@saltfordparishcouncil.gov.uk

Web: www.saltfordparishcouncil.gov.uk