

MEDBOURNE PARISH COUNCIL

APPOINTMENT OF CLERK and RESPONSIBLE FINANCIAL OFFICER TO THE PARISH COUNCIL

**Salary within grade LC1 of the NJC payscales (as recommended by
NALC and SLCC)**

**Part-time (17 hours per month permanent employment with an
additional 4 hours per month for the duration of the Neighbourhood
Plan Process)**

If you have an interest in the functioning and workings of a local community and are willing to work closely with parish councillors to try to ensure that our community receives timely and quality services from its parish council, then this position may be ideal for you.

As Clerk you will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented, whilst developing healthy working partnerships with key local and regional bodies.

As the Responsible Financial Officer you will carry out the effective and proper management and control of the Council's financial affairs by maintaining proper financial systems, records and controls, preparing and monitoring the Council's budgets, organising the payroll, ensuring that the Council complies with all requirements of Internal and External Audit, managing all aspects of insurance and the asset register and reporting to the Council.

Suitably qualified (ideally with or be willing to obtain CiLCA), highly motivated, enthusiastic and community focused, you will bring sound management, administrative, numerical, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this part time post, which involves evening attendance.

**Please call Louise Pilkington on 01858 565 996 or email
louise.pilks@yahoo.com.au for a recruitment pack and an application form.**

Closing date for applications: [Monday, 12 June 2017](#)