**WINTERBORNE WHITECHURCH PARISH COUNCIL**

**VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL**

**OFFICER**

We are a Parish Council with a population of around 750 and a Precept of circa £18,000 situated in Dorset. A vacancy for Parish Clerk has arisen and we are looking for an enthusiastic individual to take on this part time role.

**The duties of the Clerk are set out in the job description, and they include:**

• Proper Officer and Responsible Financial Officer

• Manage all financial matters, prepare budgets and end of year accounts

• Prepare for and attend the evening parish council meetings, currently held once a

 month

• Produce and circulate minutes

• Manage all correspondence and electronic communications

**Terms and Conditions include:**

• Contract based on the NALC model

• Home based flexible working

• 9.5 Hours per week

• Salary to be set SPC7 (10.44 per hour) to SPC13 (£11.76 per hour) of the Local Government Services Pay Agreement. Dependant on experience

• Reporting to the Chair of the Parish Council

The current Clerk is available to discuss in more detail the extent and remit of the role and can provide a copy of the job description. Contact Rob Turley at winterbornewhitechurch@dorset-aptc.gov.uk or call 01258 880600

We would welcome your CV or make a written application

**Closing date for applications is 11th March 2022**

**Provisional date for Interviews will be week commencing 21st March 2022**