

Beer Parish Council is looking to appoint a Clerk and Responsible Financial Officer. The post is part-time, 12 hours per week, traditionally working from home but office space is available within the Mariners' Hall. A laptop and printer will be provided.

Working hours are flexible but the post holder must be able to attend the monthly evening council meetings.

Salary, terms and conditions are in line with the National Association of Local Councils (NALC) and the Society of Local Councils Clerks (SLCC). The pay scale will be SCP 13 – 19, subject to experience and qualifications; starting level £11.73 up to £13.21 per hour. There is also an allowance for home working paid monthly.

Experience of Local Government would be an advantage, but training is available. It is expected that the successful candidate would be qualified in Local Council Administration (CiLCA) or would be happy to work towards this qualification

The council is looking for an effective communicator with a positive and professional attitude. Strong administration skills are also a key requirement including accurate minute taking, preparation and monitoring of budgets and managing the council's assets and finances. The role requires an ability to work on your own initiative, demonstrate attention to detail and have excellent organisational skills.

Application is by CV and covering letter. The full job description is available from the Clerk and is also available on Beer Parish Council's website.

The closing date for applications is Friday 3 December.

If you require further information, you may contact the Council at clerk.beerparishcouncil@googlemail.com or the Chair (Geoff Pook) on 07966 490429 or by email to g.pook@outlook.com