



VACANCY - Parish Clerk / Responsible Finance Officer

The Parish Council/Responsible Financial Officer is responsible for the management of the business and finances of the council, and must be fully computer literate, with excellent organisational, communication and interpersonal skills. We also need someone who has a friendly and positive outlook, a flair for managing websites and social media, and the ability to work on their own initiative.

West Hunsbury was established in May 2013, and is now hitting its stride in seeking and promoting initiatives to enhance the local community. You would therefore be joining the Council at an exciting and interesting time in its development.

The successful applicant would be expected to have or be already working towards obtaining CILCA (Certificate in Local Council Administration) accreditation.

The position is for 15 hours per week to be worked flexibly including attendance at evening meetings. The Council currently meets monthly on the third Thursday evening of the month. The salary is on scale LC2, new SCP 19 – 22, (£24,799 - £26,317 pa.) pro rata (£12.89 - £13.68 per hour) subject to the experience and qualifications. The Clerk will be expected to work from home.

The closing date for applications is Friday 23rd August. Interviews will take place as soon as possible after this date.

For a job description and person specification please email Linda Hook, Chair of the Council at lindahookpc@gmail.com, or visit our website www.westhunsburyparishcouncil.gov.uk

To apply please submit a CV to Linda Hook, Chair of the Council
lindahookpc@gmail.com together with a covering letter briefly saying how you
meet the person specification.