

# BURTON BRADSTOCK PARISH COUNCIL

## VACANCIES FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Burton Bradstock is a large village on the West Dorset Coast. A proactive Parish Council owning land and buildings is seeking to appoint a Parish Clerk and Responsible Financial Officer from **1 February 2021**. The Council are keen to combine the two roles for a person with the right skills and experience.

**The Parish Clerk** is the Proper Officer of the Parish Council and must ensure that all statutory and other provisions affecting the running of the Council are undertaken properly. She/ he is the Council's legal adviser, advising and assisting in policy decisions, and is responsible for the efficient and effective administration of the Parish Council's business.

**The Responsible Financial Officer (RFO)** is accountable to the Parish Council for the effective management and control of Parish Council financial affairs.

### Candidates will need:

- Accurate administrative and financial skills, attention to detail,
- Availability to attend monthly evening meetings,
- Excellent communication skills and aptitude to meet deadlines,
- Computer literate with confident knowledge of MS applications, internet, email and social media.
- A Certificate in Local Council Administration (CiLCA) or equivalent, or a willingness to work towards it or similar training courses.
- An interest in community life and a friendly and positive outlook.

Both the Parish Clerk and RFO work primarily from home and largely under their own initiative. Both posts are part time with variable hours. The Parish Clerk role averages 25 – 30 hours per month, the RFO about 10 hours per month. Pay is based on the NJC salary rates. The minimum rates are NJC salary point LC2 Spinal Column Point 17-25 for the Parish Clerk, point 17-25 for the RFO depending on experience and qualifications.

For further information including a Job Description please contact;

[theclerk@burtonbradstockparishcouncil.org](mailto:theclerk@burtonbradstockparishcouncil.org)

Applications should state how your abilities and experience equip you for the job and include a Curriculum Vita with two referees.

Applications should be sent by email to: [ddixon@burtonbradstockparishcouncil.org](mailto:ddixon@burtonbradstockparishcouncil.org) Or in writing to Burton Bradstock Parish Council, Reading Room, High Street, Burton Bradstock, Dorset, DT6 4QA

**Closing date for applications: 5 pm on 20 December 2020.**

Interviews Week beginning 4th January 2021