

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 happy to consider separate or combined applications for the vacant roles.

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. The post averages 25 – 30 hours per month.

The Responsible Financial Officer (RFO) is accountable to the Parish Council for the effective management and control of Parish Council financial affairs. The Post averages at 10 hours per month.

Pay for both posts is based on the NJC salary scale - £12.73 to £15.37 per hour depending on experience.

We are looking for candidates with strong administrative and financial skills, excellent communication and computer skills combined with an interest in community life and a friendly and positive outlook.

For further information including a Job Description please contact;
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 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.