



### **Appointment of Parish Clerk and Responsible Financial Officer to the Council**

Salary will be in line with the National Joint Council agreed pay scale progressing between £16.50 and £19.81 per hour, based upon experience. Hours: 20-25 per week.

Bramley is a relatively large parish, with a population of over 7000 residents. The Parish Council (PC) consists of 13 councillors.

We are looking to recruit our Clerk and Responsible Financial Officer to the Council and we believe that it is essential the person we appoint is:

- A personable manager with experience of managing staff
- Self-confident in managing their relationships with people at all levels
- Ability to work independently and effectively
- Ability to manage a diverse workload
- Able to attend monthly evening meetings of the PC
- Educated to HNC/HND level or equivalent

Due to the nature of the work we expect the successful applicant to have the ability to work flexibly. Hours of work will be based on the needs of the PC.

A daily presence will be required at the parish office (Monday – Friday). On rare instances the position may necessitate weekend work. All necessary IT equipment will be provided by the PC. The successful candidate will be able to demonstrate a reasonable understanding of local government procedures, finance and law.

The position of Clerk to the PC is an interesting but challenging role and demands commitment. The Clerk will need to build up relationships at all levels and demonstrate strong organisational skills, time management, administrative and appropriate IT skills.

The full job description and person specification is available from [clerkbramleypc@gmail.com](mailto:clerkbramleypc@gmail.com) to whom questions concerning the role should be addressed in the first instance.

The general contact e-mail address for the PC is: [officebramleypc@gmail.com](mailto:officebramleypc@gmail.com)

Applications, will be by CV and covering letter only and should be sent on paper and by post to:

Clerk to the Parish Council  
Bill Chafer Youth and Community Centre  
Flash Lane  
Bramley  
Rotherham S66 1TS  
Telephone: 01709 544590

Closing date: 12<sup>th</sup> April 2024

