

Cowling Parish Council

Vacancy for part time Council Clerk/RFO

Cowling Parish Council is seeking applications from enthusiastic and well organised individuals for the role of Clerk/RFO

Permanent Part Time: time spent on council business varies weekly; hours set at 42 hours per calendar month.

Training Offered: Previous experience in local government administration is desirable but not essential as training will be provided to the successful applicant where required.

Work from Home: The post holder will work from home and will be required to attend monthly evening meetings and occasional daytime events.

Equipment provided: Council designated laptop provided.

Salary is paid in accordance with the National Joint Council recommendations; starting salary NJC LC 2 substantive. Salary point scales 24-28 (£14.90 - £16.75 per hour) according to relevant experience and qualifications, plus reasonable expenses.

Duties include:

- Attendance and minute taking at 12 council meetings per year plus occasional/scheduled Committee meetings
- Dealing with correspondence.
- Managing council payments and maintaining financial accounts
- Use of Email, Microsoft Word and Excel.
- Ensuring council compliance with legislation and best practise.
- Management of recreational spaces (including allotments)
- Monitoring of projects
- Line management of one other staff member
- Must be able to store Council equipment and files at their home address

If this role appeals to you and you consider you have the necessary skills please contact us for further information, job description, person specification and an application form (or just a chat about the role)

E-mail: clerk@cowlingparishcouncil.org.uk

Closing date for receipt of applications: 5pm on Friday 22nd October 2021