

**KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH
COUNCIL**

**ARE LOOKING FOR A
PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Kirkby Malzeard, Laverton and Dallowgill Parish Council is an active and friendly council. We are looking for a motivated and efficient person to take on the post of Clerk to the Council and Responsible Financial Officer from 1 May 2024 or as soon as possible thereafter.

This is a flexible part-time post of 8 hours per week. Working from home, the hours of work are flexible except for attendance at our monthly (and occasional other) meetings.

Salary is in accordance with National Joint Council recommendations at SCP pay scale points 7-12 dependent upon qualifications and experience: currently £12.63 - £13.73 per hour (£5,254.08 - £5,711.68 pa) a pay award from April 2024 is pending. A small home worker allowance is also paid.

You must be IT literate and able to use Microsoft Office and the computer equipment which is supplied. You will need to be able to store this Council equipment and some files at your home address. Our Council meetings held in the evening generally in Kirkby Malzeard and occasionally in Dallowgill.

Duties will include: preparation of agendas, minute taking, compilation of correspondence, filing and accounts as the Responsible Financial Officer to the Council. Prior relevant experience is an advantage but induction, training and support will be provided. Training in local government administration, which can lead to the Certificate in Local Council Administration qualification, will be available.

Visit <https://www.kirkbymalzeardarea.org.uk> to find out more about our community and the work of the Parish Council.

More information, (phone for a friendly chat about the job), an application form, job description and personal specification are available from:

Pippa Manson Chairperson Kirkby Malzeard, Laverton and Dallowgill
Parish Council

E-mail: pippamanson.kmldpc@btinternet.com

Phone: 07812 714677

Closing date for applications: 10 April 2024.