

St Dominic Parish Council

Clerk and Responsible Financial Officer

Salary: Starting salary will be SCP 16 -23 according to experience and qualifications

St Dominic Parish Council is looking for a qualified parish clerk and responsible financial officer. The position will be part time (currently 45 hours per month), working from home and will require attendance at evening meetings.

The applicant should be suitably qualified; preferably holding the CiLCA (Certificate in Local Council Administration), ensuring they have the necessary qualifications to manage the administrative, legal and financial work of the Council and to assist in the delivery of the Council's objectives.

Applicants should have excellent interpersonal, communication and organizational skills; flexibility and a flair for leadership. Experience and knowledge of working with local government procedures is essential.

The Parish Council is very active and consists of 10 councillors, and they encourage staff to attend training and seminars to ensure Continued Professional Development.

Confirmation of the appointment will be subject to successful completion of a 3-month probationary period.

The Parish Council is committed to equal opportunities and values diversity, within its workforce.

The proposed starting date is expected to be 1st October 2020.

Please contact the Clerk for Job Description and Person Specification, Application Form and any queries.

Please contact Linda Coles 01579 350962 or email clerk@stdominicpc.org.uk

CLOSING DATE FOR APPLICATIONS 5PM ON FRIDAY 28th August 2020