



VACANCY PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

DETAILS

Job title: Parish clerk and responsible financial officer

Organisation: Brushford Parish Council

Time requirement : 10/12 hours/week

Salary : £9.00/hour

SUMMARY

Applications are invited for the position of parish clerk and responsible financial officer to manage the administration and finances of Brushford Parish Council. The parish council comprises 7 councillors and has an annual budget of around £25,000.

Applicants must be computer literate, will work from home and have an internet connection. The post includes some evening meetings.

The successful applicant will be a self-starter with good literacy, writing and spreadsheet skills. They will manage the statutory obligations of the council, including its financial responsibilities. They must be a good communicator with a positive can-do attitude.

Applicants should apply in the first instance by email to the current clerk, Clive Knight at cliveknight@me.com