

KEEVIL PARISH COUNCIL

Part-time Vacancy

CLERK/RFO to Keevil Parish Council

We are looking for a part-time Clerk / Responsible Financial Officer (RFO) to support the smooth running of our Parish Council. The main responsibilities include:

- preparing meeting agendas and supporting papers;
- attending meetings and providing regulatory advice if needed;
- taking minutes and completing administrative actions arising;
- managing the Council's finances;
- upkeep of the Council's notice board and web pages.

We don't mind if you don't live in the Parish, but we do hope you'll be interested in our village life.

A full job description is available on the Council's website keevilpc.com/notices/ or from Sarah Dow (see below); if you think your admin skills are strong but you're not sure about the financial side (or vice versa) come talk to us, we'd consider a job split/share for the right people.

- 5 hours per week (although this can be revised if necessary) and flexible in how they are worked, subject to fixed deadlines and meeting dates;
- Access to full training, including support of CiLCA qualification if desired;
- Apart from attending meetings, you will work from home. The Council normally meets bi-monthly in the evenings, although this may be more frequently when required;
- Salary based on skills and experience, in line with current NJC Local Government Services pay scales SCP 7 -12.

Please apply with your CV and a covering letter addressed to:

Geoff West, Chair, Keevil Parish Council

c/o Sarah Dow (Councillor and Interim Clerk) 01380 871729 / 07870 909757

clerkkeevilpc@gmail.com

Gingells Cottage, 47 Martins Road, Keevil BA14 6NA

Find out more about our Parish Council at the Council's website www.keevilpc.com, and our small but thriving community on the independent village website keevilvillage.com

Keevil Parish Council are committed to equal opportunities and welcome applications from all sections of the community