BREAMORE PARISH COUNCIL

VACANCY FOR CLERK AND RESPONSIBLE FINANCE OFFICER

Breamore is a small village near to Fordingbridge, which has a little over 300 residents and a precept of £5060

Breamore Parish Council is seeking a Clerk and Responsible Finance Officer. The successful candidate will work an average 12 hours per month from home and out and about in Breamore – including a bi-monthly 2-3 hour, evening Council meeting, usually on a Monday. Some flexibility will be needed when additional hours may be required for specific council tasks. We welcome applications for a job share or those interested in becoming clerks to other parish councils in the areas and wish to take on dual roles.

As Proper Officer for the Council the Clerk/RFO is responsible for managing all Council business and advising Councillors in all aspects of Local Governance including Council finances. It is an interesting and diverse role with the opportunity to meet new people and work alongside other agencies in the surrounding area.

Experience in local council administration and/or accounts management is preferred but not essential. Candidates should have strong organisational, communication and IT skills.

Training will be given and the successful candidate should be willing to undertake initial and ongoing training courses as required (the Council will pay the fees).

Salary is negotiable from NJC SCP 6 (£9.94 per hour) depending on qualifications and experience, calculated on a pro rata basis. Additionally there will be allowances for work related expenses.

For a Job Description please contact the Clerk to Breamore Parish Council: parish.clerk@breamore.gov.uk or telephone **01425 655707** who will be happy to answer any questions you may have.

The closing date for applications by Expression of Interest and CV is noon on 18th April 2019. Interviews will be held in Breamore prior to the end of the month

Breamore Parish Council is an equal opportunities employer and welcomes applicants from all sections of the community. Own transport is essential.