

# BARNACK PARISH COUNCIL

## Job Vacancy

### Parish Clerk & Responsible Financial Officer

*Salary in accordance with the NJC scale points 18-23 (£24,313 - £26,999 per annum pro-rata) commensurate with experience and qualifications*

*Approximately 10 hours per week*

*Start Date: May 2020*

**Applications are invited for the position of Clerk and Responsible Financial Officer to Barnack (and Pilsgate) Parish Council.**

The Clerk is responsible for the administration of the business and finances of the Council. The post includes some evening work and occasional attendance at community meetings and annual conferences.

Candidates will need:

- Accurate administrative and financial skills, attention to detail
- Availability to attend monthly evening meetings (the second Monday of each month)
- Excellent communication skills
- Computer literate with confident knowledge of MS Office applications, internet, email and social media
- Ability to meet deadlines and work alone, use of initiative
- Certificate in Local Council Administration (CiLCA) or equivalent, or a willingness to work towards it or similar training courses
- An interest in community life
- A friendly and positive outlook

The role is home-based and approximately 10 hours per week, with overtime paid as required.

For more information and the job description, contact Susie on 07595 377236 or via [clerk@barnack-pc.gov.uk](mailto:clerk@barnack-pc.gov.uk).

***Closing date for applications is 25<sup>th</sup> March 2020***