



## **Vacancy for Parish Clerk/Responsible Finance Officer in Barton**

Would you like to be more involved in village life?

Are you interested in Local Government?

Are you able to work flexible hours from home?

Barton Parish Council are looking for a Parish Clerk

The role involves working with Councillors: setting agendas, minuting meetings, producing reports, dealing with correspondence, and administering finances.

You will be required to attend the bi-monthly Parish Council meetings, which are on the first Tuesday of January, March, May, July, September and November, and some working group meetings. This currently involves about 12 hours a week.

The Clerk/Responsible Finance Officer (RFO) is a paid position based on national scales.

Any training needed will be provided.

The post will fall vacant on 31<sup>st</sup> March 2022, but a negotiated start can be made earlier.

You will find further details of the Council's activities on <https://bartonvillage.org>.

For a detailed recruitment pack please contact:

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