

Occold Parish Council

Seeking to recruit Parish Clerk and Responsible Financial Officer

The Clerk is the Proper Officer of the Council and, working from home, is responsible for preparing Agendas, recording Minutes, keeping financial records, budget monitoring, data protection and organising the council's day-to-day administration

The applicant must have good organisational, numeracy and communication skills. Knowledge of Local Government procedures would be an advantage

The successful candidate could receive training from the outgoing Clerk and training will also be made available from SALC

The job is part-time, approximately 15 hours per month. Meetings take place in the evenings and are generally held 11 times per year (usually the first Monday of the month)

Salary will be in accordance with the National Salary Scales dependent on experience and qualification

For more information contact the current Clerk, Mrs Sue Hubner, on parishcouncil@occold.com

Applications should be made by sending a CV and covering letter explaining how you meet the requirements of the post to the present Clerk, Mrs Sue Hubner, The Beeches, The Street, Occold, Eye, Suffolk IP23 7PW, NO LATER than Monday 12th February

Interviews will be held in Feb/March 2018