

Stoughton Parish Council

Clerk & Responsible Financial Officer

VACANCY

Due to the change in circumstances of the postholder, applications are invited for the post of Clerk and Responsible Financial Officer to Stoughton Parish Council.

Qualifications

- Good communication skills both written and verbal
- Good IT skills including MS Excel
- An understanding of basic accounting skills
- Ability to work on their own
- Knowledge of the area would be an advantage
- Having attained or working towards the Certificate in Local Council Administration

The Clerk will work from home on a self-scheduling basis but needs to work some set hours to cover meetings which are held in the evenings about eight times a year. The total hours will average out at four hours per week.

Stoughton Parish Council is an equal Opportunities Employer.

Training will be offered. Salary will be based on local government pay scales depending on qualifications and experience within the National Joint Council for Local Government Services pay scales. The starting salary will be NJC Point 20 - £26,446.00 pro rata which is £2865.84 per annum based on 4 hours per week at £13.75 per hour.

Ideally the successful applicant should be available to commence work on 1st June 2022. For more information or to apply with a CV please contact clerk@stoughtonpc.org.uk or robertbattey979@btinternet.com

Closing date for applications; 29th April 2022