



PILSLEY PARISH COUNCIL

PARISH CLERK / RESPONSIBLE FINANCE OFFICER

(15 HOURS PER WEEK)

The Parish Council invites applications from suitably qualified and experienced persons for the above post.

Outline duties include -

- preparation of agenda, reports and minutes for Council meetings;
- attendance at Council meetings;
- taking appropriate actions to implement Council decisions and liaison with suppliers of goods and services to the council;
- managing the Council's financial activities, transactions and payroll.

Salary will be within the Local Government Scales SCP 24 - 28 (£28,672 - £32,234 FTE), pro rata dependent on skills, experience and qualifications. An additional allowance will be paid to cover any transport costs incurred on parish council business.

The Council is prepared, if necessary, to consider splitting the roles of Parish Clerk and Responsible Finance Officer dependent on the skills of candidates. Hours would be adjusted accordingly.

Applicants should have a strong commitment to the local community.

Anyone wishing to discuss the post informally prior to submitting an application can contact the Parish Council Chairman, Mike Shaw, on 01773 590833 or 07802 368018.

Application packs including the full job description can be found on our website www.pilsleyparishcouncil.org.uk or by contacting Phillip Woodward, current Clerk, on 07565 158963; e-mail clerk@pilsleyparishcouncil.org.uk.

Closing Date for applications: 5pm, Friday 23rd October 2020. It is anticipated that interviews will be held (via remote 'Zoom' technology) week commencing 9th November.

September 2020