

# Bearley Parish Council

## CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary grade NJC SCP 11 (£25,979 per annum pro rata or £13.50 per hour)

Part-time (8 hours per week)

Do you have a genuine interest in working for the community?

Would you like to work for a passionate and forward thinking Parish Council?

Can you step up to the task of delivering timely, quality and innovative services to the local community?

Then Bearley Parish Council would love to hear from you.

The role of Parish Clerk is varied and will ensure that all legal, statutory, financial and other governing provisions are observed, all Parish Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local bodies and the wider community.

We are looking for someone that is suitably qualified, enthusiastic and community focused.

You will bring experience in administrative, communication, IT, financial and organisational skills and be flexible in your approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post. The hours are flexible and may involve working some evenings and weekends.

For an informal chat and further information please contact [Karen Mason](#) on [07713 280431](tel:07713280431)

To apply please send your CV outlining your skills and qualifications and a covering letter detailing what you can bring to the role. Send to [bearleypc@outlook.com](mailto:bearleypc@outlook.com)

Closing date for applications: **16<sup>th</sup> August 2024**

Looking to commence end **September 2024**.