

Aust Parish Council

Vacancy for Part Time Parish Clerk/Responsible Financial Officer

Aust Parish Council is seeking to recruit a Part Time Parish Clerk/Responsible Financial officer

Aust Parish Council covers the three villages of Aust, Littleton-upon-Severn and Elberton and has around 430 houses.

The Clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, liaising with contractors and local government officials. The Clerk ensures correct procedures are followed and advises the Parish Council to ensure that it acts within its powers. As Responsible Financial Officer the Clerk will manage the Parish Accounts, including payroll for the Clerk, bank reconciliations, budgets and organise audits. The successful candidate will be expected to become familiar with the requirements of the General Data Protection Regulations and act as the Council's Data Controller.

Candidates must be computer literate and have internet access. Good communication skills are essential, as are organisational skills and attention to detail. A laptop will be provided, as will training and a handover from the incumbent Clerk who is retiring.

Attendance is required at the Parish Council meetings held 10 times a year in the evening of the 2nd Tuesday of every month (except August and December), together with a small number of other extraordinary meetings and other meetings with South Gloucestershire Council. All other work can be carried out flexibly from home. Salary is based on approximately 20 hours per month and will be calculated according to the National Joint Council Rates, dependent upon qualifications and experience, but will be within the range SCP 15-17 (£17,972 - £18,672 pro rata), with mileage reclaimable at 45 pence per mile.

Applications to be made by sending your CV to the current clerk at austparishcouncil@googlemail.com. Closing date 12th October 2018.

Contact details:

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