Avening Parish Council

Vacancy for Part Time Parish Clerk/Responsible Financial Officer from January 2019

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

Approx. 7 hours per week.

Avening has a population of over 1000, making it the largest village in the South Cotswolds. It is a lively, active community, with a thriving primary school and playgroup, many other groups such as the youth club, WI and film club, a village hall, social club, two public houses, a playing field, a monthly magazine called The Villager and a golf club just outside the village.

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.

Attendance is required at evening Parish Council meetings which are held on the third Thursday of each month in Avening Memorial Hall but all other work can be carried out flexibly from home.

Candidates must be computer literate and have internet access. Good communication skills are essential, as are organisational skills and attention to detail. Training will be provided along with a handover from the current Clerk.

Salary is based on approximately 7 hours per week and will be calculated according to the National Joint Council Rates, dependent upon qualifications and experience, but will be within the range SCP 18-22 (£18,870 - £21,074 pro rata), with mileage reclaimable at 45 pence per mile. Applications can be made by sending your CV to the current clerk at parishclerk@avening-pc.gov.uk

Closing date is Friday 9 November 2018. If you would like to speak to the current clerk to get more information or to ask any questions please get in touch;

Sue Bryant, Clerk to Avening Parish Council

Tel. 01452 770792 / 07866 297098