

DONHEADST ANDREW PARISH COUNCIL

Vacancy for

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary LC1 SCP 18 – 22, currently £9.299 - £10.632 per hour

depending on experience and qualifications;

6 hours per week, working mainly from home but

with attendance at evening meetings throughout the year.

Donhead St Andrew Parish Council is looking to appoint a Clerk & RFO to manage the day-to-day work of the Parish Council.

The Parish Council consists of 9 Councillors and owns/manages the cemetery in the village; the precept is currently £8000 p.a.

Parish Council meetings are held on Friday evenings, starting at 7/7:30pm, during the months of January, March, May, July, September and November. Additional planning meetings are held from time to time on Friday or Monday evenings wherever possible.

Applicants must have administrative and financial experience, ideally in local government and be comfortable with using Word, Excel, email communication and maintaining a website; a laptop computer and printer is provided.

For the Job Description & Application Form please email
donheadstandrewpc@gmail.com

Please note, applicants must complete and return the application form with the names and contact details of 2 referees.

Closing date for all applications: 31st October 2016
Interviews will be arranged at a mutually convenient time.