

JOB DETAILS

Job title: Parish Clerk and Responsible Financial Officer

Organisation: Chideock Parish Council

Start Date: 1 June 2023 at the latest

Salary: a minimum of £11.41 depending on experience (Scale Point 6 on the NJC pay scale – see below)

Hours: currently 30 hour per month

Application deadline: 24 February 2023

County: Dorset

Email address: chideock@dorset-aptc.gov.uk

Phone number: 07739969462

SUMMARY

Applications are invited for the post of Clerk and Responsible Finance Officer. A good knowledge of Outlook, Word, and Excel is essential.

The role is part time (currently 30 hours a month) and is home based apart from attendance at meetings and other external events.

Training and support are available from the Dorset Association of Parish and Town Council (DAPTC).

There will be a handover period of at least 1 month and the current Clerk is happy to mentor the appointee after that.

The closing date for the vacancy will be on 24 February 2023 and interviews will take place in the week commencing 13 March 2023.

Remuneration is determined by the National Joint Council pay scales, which are the local government pay scales resulting from negotiations between the employer and trade union sides of the National Joint Council.

Terms and conditions are determined by the formal contract provided by the National Association of Local Councils (NALC).

Chideock Parish Council is an equal opportunities employer and has adopted an Equality, Diversity, and Inclusion Policy.

Chideock Parish Council is a proactive council, with many different work streams - being the Clerk could never be described as boring!

The council acts for the good of the residents of Chideock parish, which includes North Chideock and Seatown. There are approximately 550 electors in the parish.

Find out more about this vacancy

Application packs are available at [webaddress](#). The application form should be returned to Chideock@dorset-aptc.gov.uk by 24 February 2023.