

Charlcombe Parish Council

Part-time Clerk and Responsible Finance Officer (RFO)

Hours: 17 ½ per month to include six evening meetings per year

Salary: NALC Scale in line with qualifications and experience

Closing Date: 12th July 2021

Charlcombe is a civil parish and small village just north of Bath in the Bath and North East Somerset unitary authority. The Parish Clerk is responsible for all aspects of administration for the Parish Council including: financial record-keeping and monitoring, advising councillors on policy and procedures and attending/minuting six evening meetings per year. The successful candidate will have excellent organisational, administrative and communication skills and will be able to work unsupervised. The clerk should be confident dealing with the public, officials and residents.

The position involves attending six evening meetings of Charlcombe Parish Council, preparing the agenda, recording the minutes and dealing with any correspondence. The role of RFO involves keeping the Parish Council accounts, preparation of the annual budget and audit, and providing regular financial information to councillors. The clerk is responsible for updating and maintaining the Parish Council website.

For additional information, and a full job description please contact the Parish Clerk, Alex Burke, by email: charlcombepc@gmail.com