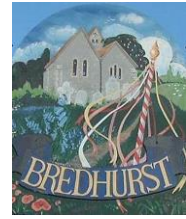


VACANCY



Bredhurst Parish Council

Clerk and Responsible Finance Officer

Are you an organised person who wants to support your community? Bredhurst Parish Council have a vacancy for a Parish Council Clerk and Responsible Finance Officer.

If you have excellent computer literacy, the ability to multitask utilising various office packages to provide both written and numerical support to the council then this could be the role for you.

The post is interesting and varied and the successful applicant will be required to provide professional support and guidance in respect of all aspects of the Council's work.

The successful candidate must have experienced in a similar field for a period of five years or more and have the ability to support a busy Parish Council.

You should either hold the CiLCA qualification or be working towards it.

We would like to hear from you if you feel you are flexible and can commit to supporting your local community. Evening meeting attendance will be required for regular parish meetings.

Working from home, the hours will be 50 per calendar month. The salary is negotiable depending on experience ranging from £13.45 to £16.16 per hour.

The position is permanent, subject to satisfactory completion of an initial probationary period.

Further details including a job description, person specification and routine tasks can be downloaded from www.bredhurstparishcouncil.org.uk

Applicants should forward their CV, with a covering letter explaining their suitability for the role to clerk@bredhurstpc.org.uk

Closing date for applications is Friday 3rd March 2023.
Interviews to be held w/c 13rd March 2023.