

BINEGAR PARISH COUNCIL

Parish Clerk

We want to recruit a Parish Clerk/Responsible Financial Officer

We are a small Council and provide services in Binegar and Gurney Slade. We may be small but the job is broad with lots of interest and much of the time you will be able to work on your own initiative.

The job basically entails running the council, implementing decisions made by the parish councillors. You will organise its meetings and look after its finances. You will be familiar with computers, the internet and email. Among other things, we will want you to draft agendas and minutes and use a spreadsheet to manage the money.

A key part of the role is to provide professional support and guidance to the Council on all it does. We will provide any necessary training and development to enable you to fulfil that part of the role.

We offer 5 hours per week, worked flexibly. Hourly rate: £8.43 - £10.30, subject to experience.

You can download an Application Pack from www.binegar-pc.org.uk or call Richard Higgins (01749 840973) for a pack or informal chat.

Closing date for applications: 17 April 2014.

Interviews late April.