

BOXFORD PARISH COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary
(LC1 (13-17) – CURRENTLY £13.97 TO £14.95 PER HOUR

Part-time (16 hours per week)

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality, and innovative services to the local community, this post is ideal.

You will ensure that all legal, statutory, financial, and other governing provisions relating to the Council are observed, all Council meetings are properly administered, and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic, and community focused, you will bring sound leadership, management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post, including the LGPS (Local Government Pension Scheme). The post will involve working evenings at least once per month.

Please ask for the recruitment pack and then complete the application form and return to clerk@boxford-pc.gov.uk

Closing date for applications: 5th July 2024

Boxford Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.