



Martley Parish Council are seeking a Parish Clerk & Responsible Financial Officer.

This is an administrative role for 14.5 hours per week working from home, reporting to the Parish Council at monthly meetings.

The successful applicant needs to have excellent communication and administrative skills together with proven ability to keep accurate accountancy records. Computer literacy is essential with full knowledge of Microsoft Office. Familiarity with website administration would also be an advantage. The successful applicant also needs to be able to work well both on their own or within a team and be used to dealing with members of the public.

The Clerk is responsible for the day to day operation of the Parish Council, keeping up to date financial records, attending meetings, recording minutes of those meetings and completing all actions arising from those minutes. The Clerk is also responsible for recreation field bookings. There will also be the need to respond to issues reported by residents or District and County Councillors.

Remuneration is based on the NALC salary scales and will be dependent upon qualifications and experience.

To discuss the position or to request an application form please contact the current Clerk by email to martleypc@gmail.com or telephone 01886 884 195.

The closing date for applications is Friday 27th March 2020.

Interviews to be arranged 6th to 8th April 2020.