

Nacton Parish Council

Vacancy details: Parish Clerk and Responsible Financial Officer

The parish clerk is accountable to the council for the effective management of all its resources, ensuring that all statutory obligations are met, preparing for and attending council meetings, normally six each year, writing up minutes and implementing the decisions of these meetings, updating the website to ensure compliance.

The responsible financial officer is responsible for all financial records of the council, the careful administration of its finances and preparing annual accounts for auditing.

The successful applicant must be able to use word, excel and e-mail and have access to a car. The council is an equal opportunities employer and supports continuing training and development.

Hours: an average working week of six hours

Salary: NJC SCP range 9 to 11 (£10.57 to £11.00 an hour) depending on experience

To apply: Contact Brian Hunt, Chairman 01473 659711 for full job description and application form.

If you are interested in the post, please contact the current clerk, Sue Brown, for more detailed information on 01473 736519 or e-mail at nactonpc@btinternet.com, or Brian Hunt, Chairman, on 01473 659711 or e-mail at brianria@btinternet.com