

ARNE PARISH COUNCIL

VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Part-Time position: 50 hours per month

Salary range: SCP 11 (£12.50 per hour) Reviewed Annually

Applications are invited for the part-time position of clerk and Responsible Financial Officer to Arne Parish Council.

The Parish lies within the Purbecks adjacent to the Town of Wareham.

The role requires excellent communication skills along with good organisational and numeracy ability.

Experience with Microsoft Word and Excel are needed.

The work is primarily home-based with monthly meetings held at Stoborough Village Hall on the third Thursday of each month commencing at 7.15pm

A Laptop is provided for Council use.

New Clerk training is available with the Dorset Association of Parish & Town Councils along with additional courses and the Annual Clerk's Seminar. More details at www.dorset-aptc.gov.uk

Key aspects of the work are:

to ensure that statutory and other provisions governing or affecting the running of the Council are observed.

to monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

to prepare agendas for meetings of the Council; to attend such meetings, prepare minutes for approval and complete actions.

to receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.

to attend training courses or seminars on the work and role of the Clerk as required by the Council.

To help keep the Council's website up to date with latest Minutes of meetings, Agendas for meeting and any other appropriate information

Applicants holding the CiLCA qualification are welcome to apply.

A full job description can be supplied upon request

Please apply in writing with an accompanying CV, and the details of two referees via email to the clerk at arneparishcouncil@gmail.com

Telephone: 07787 082553

The closing date for applications is 31st July 2023