

GREAT BURSTEAD AND SOUTH GREEN VILLAGE COUNCIL

Vacancy for a part time Clerk and Responsible Financial Officer

Great Burstead and South Green parish is located on the outskirts of Billericay, in the district of Basildon. Approximately 2,600 households are located within the parish.

The Parish Council has 8 Members, and meetings are held monthly.

The successful applicant will be the Proper Officer of the Council, and undertake all administrative duties, and Responsible Financial Officer dealing with the day to day finances of the Council and the preparation of the accounts and budget statements.

The position would suit someone with an interest in the community and local government. The applicant must be computer literate, and have transport. The position is based in the Clerk's home, but it will be necessary to be available for evening meetings. The necessary computer equipment will be provided.

The post is for 14 hours a week, and salary, based on NALC/SLCC National Agreement Scales SCP 18-23 (£17,891-£21,057 pro rata) depends on the experience and qualifications of the applicant. Applicants, if they do not already have the qualification, should be prepared to train to attain the Certificate in Local Council Administration (CILCA)

For more information and an application form, contact:

Mr Martin Ainscough
Clerk & Responsible Financial Officer
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Closing date for applications: 14th March, 2018
Proposed Interviews Date: 19th March, 2018