

STRATFIELD MORTIMER PARISH COUNCIL

The Council wishes to appoint a

Parish Clerk and Responsible Financial Officer

The position will be largely based in the Parish Council Office with some home working. The contracted hours will be 30 hours per week, including evening meetings.

The Council currently has a precept of £112,000 and serves a population of 3900. The Council strives to deliver the best possible service to parishioners.

The successful candidate will have the skills to manage the Council's financial records and budgets and the ability to understand the legal framework in which the Parish Council operates. Excellent communication and IT skills are required to work successfully with our fifteen Councillors, our residents, West Berkshire Council, neighbouring Parish Councils and our contractors and suppliers. Previous local government experience and qualifications or the commitment to achieve qualifications in this sector are essential.

Salary will be pro rate on the SCP scale points SCP 29 to 34 (currently £20,627 to £23,996 for 30 hours per week (£25,440 to £29,558 Full Time)), depending upon qualifications and experience.

Please contact the Acting Clerk by email at the.clerk@stratfield-mortimer.gov.uk or on 0118 9331955 for further information and a detailed job description.

Applications should include a cv and a statement as to what you can bring to this post.

Closing date is Monday 25th January 2016.