**CLERK TO CLEEVE PARISH COUNCIL AND RESPONSIBLE FINANCIAL OFFICER**

**The Parish Council invites applications for the above position.**

**Hours:** Flexible working, 10.5 hours per week, including the monthly meeting of the Parish Council, which is currently on the second Tuesday of each month except December and August when there is no meeting.

**Salary:** Subject to qualifications and experience.

**Contract Status:** Permanent

**Location**: Home working. Council meetings are held at Cleeve Village Hall.

The Clerk is not required to live in the Parish but will need to attend meetings in Cleeve on a regular basis. Working from home, the Clerk will need space for the office equipment provided, including a laptop, printer and key documentation.

The successful candidate will:

* Be an excellent communicator.
* Be self-motivated and have a flexible attitude.
* Be well-organised, able to deal with a wide range of situations and demands.
* Have good office IT skills including MS Word and Excel.
* Have knowledge of the workings of Local Government. A Certificate in Local Council Administration (CiLCA) is desirable; otherwise a commitment to obtaining this qualification within 2 years of commencing employment.
* Have experience of preparing and monitoring a budget.
* Have experience of administering meetings, including preparing agendas and minutes.

For further information, please see the job description and person specification on the Cleeve Parish Council website.