**Maiden Newton Parish Council**

**Vacancy for Parish Clerk / Responsible Financial Officer**

Due to a forthcoming retirement, Maiden Newton Parish Council is seeking someone to take on the position of Clerk / Responsible Financial Officer from 1 September 2015.

The position requires someone to work from home with a commitment of 50 hours per month, with one evening meeting on the first Thursday of each month and occasional other meetings as required.

The Clerk is responsible for the agenda and minutes of the monthly Council meetings, liaison with other bodies and members of the public, correspondence and e-mails etc. The Clerk is also the Responsible Financial Officer responsible for paying invoices, accounting, budgeting and management of the Council's assets. Training is provided.

The successful candidate will be a good communicator and computer literate in Microsoft Word and Excel. The Council does not have an office, therefore the Clerk will be expected to work from home and provide some document storage. A laptop, printer and various office sundries will be provided.

In addition to a salary based on the NJC pay scale for part time clerks - starting at SCP 15 (£8.61 per hour) up to a maximum of SCP 19 (£9.55 per hour) - there are agreed allowances for the use of your home as an office and reimbursement of broadband costs. Salary is paid monthly.

Applications in writing (including a short Curriculum Vitae and contact details of 2 referees with e-mail addresses if possible) to John Ball, Parish Clerk, 3 Harveys Close, Maiden Newton, DT2 0BN or by e-mail to maidennewton@dorset-aptc.gov.uk. Please feel free to call to discuss details over the phone with the present Clerk, John Ball, on 01300 320522.

Closing date for applications Friday 31 July 2015.

It is hoped to hold interviews during the week commencing 10 August 2015