

Kilmersdon Parish Council

*Clerk: Robin Moss, 5-7 Bath Old Road, Radstock, BA3 3HB
Tel: 01761 432224 Email: clerk@kilmersdonpc.co.uk*

Vacancy for Clerk & Responsible Financial Officer

Kilmersdon Parish Council wish to appoint a Parish Clerk and Responsible Finance Officer (RFO)

The Parish Clerk is responsible for the smooth running of the Parish Council. Responsibilities include receiving and dealing with correspondence, the organising of meetings (normally 12 per year), drawing up agendas, attending meetings, these are held in the evenings, and writing minutes.

As RFO the Clerk deals with accounts and the annual audit.

The Clerk works from home and needs to have basic computer skills, the role is an average of 7 hours per week spread over the year. The salary is pro-rata LCP 13-17 on NJC scales – (£13.97 - £14.95 per hour)

For further information and to apply, please send your CV & covering letter as to why you wish to apply for this role by 5pm 30th April 2024 to the Chairman, either by post to:

5-7 Bath Old Road
Radstock BA3 3HB – marked “confidential – for the Chair”

Or by email to: ham.nick@rocketmail.com