

MELMERBY PARISH COUNCIL

require an

EXPERIENCED PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

to manage the decisions and work of the Council. The job includes attendance at, and preparation for, Meetings, creating Agendas, taking minutes, and implementing decisions. Close cooperation with Eden DC and Cumbria CC is required. Correspondence to the Council is received in and made using Word and email. The successful candidate would be expected to assist with management of the Councils website, melmerby.org.uk.

The Council meets 6 times a year in Melmerby Village Hall. In the role of Responsible Financial Officer the Council Accounts have to be kept (on Excel) and presented to meetings. Financial work includes dealing with the Councils bankers and working to strict process in receiving approval for and then making payments.

Work is done at home for which a contribution to expenses is made. The Council owns its own computer which would be kept and used by the Clerk.

The salary would be Scale 8, £10.65 per hour for 5 hours work per week.

Please contact the Locum Clerk Lindsay Nicholson, melmerbypc@gmail.com or on 01768 838040 for further information or to request an application form.

The closing date for applications is the 23rd of October 2020
Interviews will be held on the 10th of November 2020