

MIDDLETON-ON-SEA PARISH COUNCIL



VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCE OFFICER (RFO)

Salary is based on NALC Scale 12 of £14,282 per annum depending upon experience & qualifications for 20 hours per week

The present Parish Clerk to the Council will be leaving shortly and the Council now wishes to appoint a replacement Parish Clerk & RFO with professional skills, personality and resilience to undertake this most challenging role.

Working closely with the Chairman and Councillors, the Parish Clerk's role is to manage and deliver all parish facilities effectively by implementing the Council's policies, advising the Councillors diligently and managing an effective interface between the Council and its parishioners.

It will be necessary to work from home and adequate space will be needed for computer and associated equipment and filing cabinets. An office allowance is payable.

The Council have appointed an Administration Assistant on a flexible 10 hours per week to work alongside Parish Clerk.

For an application pack, including Benefits Package, Personal Specification, Job Description and Application Form please email mospc@btconnect.com or telephone 01243 585262. Please note CV's will not be accepted – applicants must complete the application form.

Closing date for applications: Friday 12th April 2024
