

GREAT ELM PARISH COUNCIL (FROME) SEEK CLERK/RFO

Great Elm Parish Council are seeking to appoint a Clerk/RFO as soon as possible.

This is a part time post for 1-2 hours a week which includes a Parish Council meeting, in the evening, currently bi-monthly on the fourth Monday of the month.

The successful candidate will be expected to handle the formal minutes, agendas, correspondence and accounts of the Council, presenting these for the annual audit and preparing the Council's annual budget. Training could be provided for a suitable candidate and salary is in accordance with the national recommended scale. The starting point will depend on qualifications and experience. The Clerk works from home and should be computer literate.

Great Elm is a very small parish with few assets and a small precept thus making the role very manageable around other positions.

If you are interested or would like to discuss the post informally please contact the Clerk, Joy Book on 07704 584953 or email: parishcouncils.frome@gmail.com

The closing date for application forms is 12 noon on 15 November 2016.