**BRAMSHAW PARISH COUNCIL**

**VACANCY**

**Applications are invited for the post of**

**PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Working hours – approximately 25 hours per month**

Salary in accordance with the NJC scales: (LC1, SCP 18 – 23), £17,891 - £21,048 pro-rata; hourly rate £9.30 to £10.94).

 The starting point will depend on experience and qualifications.

 Bramshaw is a small rural community (about 600 electors) with an annual precept/community tax support grant of approximately £6750.

Skills required – A pro-active approach to fulfilling the role. Excellent administrative, communication (both written and oral), minute taking and interpersonal skills together with IT & database competences. The ability to keep accurate accounting records is essential.

Previous local government or other public sector experience is desirable but not essential.
The successful candidate will be expected to attend appropriate training courses. It is also desirable that the successful candidate has or is willing to train towards the CiLCA qualification.

The Clerk will work from home and have his/her own transport and computer equipment. Some evening work will be required as monthly parish council meetings occur during the evenings.

**If interested, please apply with your CV to: Mrs Jane Mullan, Clerk to Bramshaw Parish Council, c/o Bramshaw Village Shop, Bramshaw, LYNDHURST, SO43 7JB: Telephone No 0930371090 or e-mail** bramshawclerk@btinternet.com

**Applications should be returned by Thursday 20 February 2017. Interviews will be held from week commencing 27 February 2017.**

**For more information on the Parish Council please google Bramshaw Parish Council to be directed to our Hugo Fox website.**