



## **Clerk and Responsible Finance Officer to Downton Parish Council in Wiltshire**

Applications are invited for the position of Clerk and Responsible Finance Officer to Downton Parish Council.

Downton has a lot of advantages; the coast is within 35 minutes, an historic city is within 15 minutes, the village has assets which include several play parks, a cemetery, village public toilets and many open spaces, two local schools and a population of approximately 3,500 people of all ages. The Parish Council is keen to make facilities responsive to local people but what we don't have is a permanent Clerk.

This is a home-based permanent position for an average of 20 hours/week (work-load will vary over the year, so flexibility will be required). Equipment is provided and a home working allowance. The salary is aligned with national pay scales and pro-rata ranges from scp 25 to scp 35 which is between £15.33 and £20.16 per hour, dependent on experience and qualifications. The candidate will be expected to hold a CILCA qualification or to work towards the qualification for Parish Clerks, for which the Council will provide support. You will need to be personally approachable with strong communication and organisational skills and be self-motivated. A working knowledge of local government procedures is extremely desirable.

This role reports to the Parish Council and is responsible for ensuring the Council acts in accordance with the current rules and regulations. Managing three employees of the Council, they should attend Council meetings, prepare minutes, be available for advice and manage all contracts and legal requirements. The successful candidate will be a member of a small team, supporting the administration of the Council.

A full Job Description and Person Specification are available upon request. Please contact the Chair of the Council at [janebren555@gmail.com](mailto:janebren555@gmail.com) or the Chair of the Staffing Committee at [mr\\_andrew\\_north@hotmail.com](mailto:mr_andrew_north@hotmail.com) for more information or to send a full CV.

Applications close on 18<sup>th</sup> November with interviews to be held during the following week.