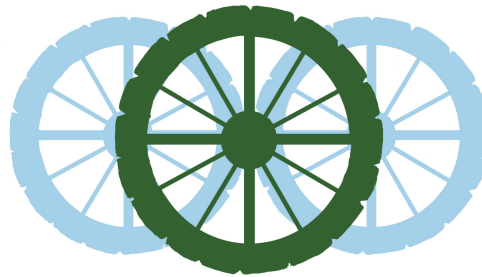


FONTMELL MAGNA PARISH COUNCIL



Fontmell Magna Parish Council

Vacancy for a Parish Clerk and Responsible Financial Officer

The parish council of Fontmell Magna in North Dorset is seeking a Clerk and Responsible Financial Officer to support the council. Fontmell Magna is a friendly parish of over 750 persons, which the parish council actively supports with the wellbeing and social interests of the local community.

Responsibilities include the preparation of agendas, taking the minutes at parish council meetings, dealing with correspondence, and keeping the Council's website up to date and compliant with regulations. The Clerk is also the Responsible Financial Officer whose duties include paying invoices, budgeting and accounting. Experience of dealing with Section 106 monies and Neighbourhood Plans would be advantageous.

The role will occupy 32 hours per month, attendance at evening meetings 10 times per year is required. Salary will be in accordance with the NJC scale LC1 (7-12) £11.63 - £12.73 but this could be a grade higher commensurate with experience and qualifications. A laptop is provided.

Candidates will need:

- Knowledge of legal and statutory requirements relating to Parish Councils;
- Accurate administrative and financial skills, attention to detail;
- Excellent communication skills;
- Computer literate with confident knowledge of MS Office applications, internet, email, and social media;
- Ability to meet deadlines and work alone, use of initiative;
- Certificate in Local Council Administration (CiLCA) or equivalent, or a willingness to work towards it;
- An interest in community life and a friendly and positive outlook.

The Clerk will be the sole employee of the parish council.

A Job Description and Application Form for the role is available from the Chair of the PC.

To apply please send your **completed Application Form** to the Chair, Fontmell Magna PC, Glevum house, Parsonage Street, Fontmell Magna, Shaftesbury, SP7 0PB or via andrewdavisfmpc@outlook.com

For an informal discussion or further details, please contact Cllr Andrew Davis, Chair, Fontmell Magna on 07831 162446, email: andrewdavisfmpc@outlook.com

Closing Date for Applications: 22nd April 2023. Interviews will be held in W/C 24th April.