**VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Part-Time position: 32 hours per month**

**Salary range: NJC scale LC1 (7-12) £11.63 - £12.73**

Fontmell Magna in North Dorset is a friendly and vibrant community of over 750 people. The Parish Council is seeking a Clerk and Responsible Financial Officer to support our work.

You will play a key role in helping develop and deliver policy and operations by working closely with elected Councillors and external bodies. Responsibilities will include preparation of agendas and minutes at Parish Council meetings, dealing with correspondence, and the Council's website fontmellmagnapc.co.uk.

RFO duties include paying invoices, budgeting and accounting.  Experience of dealing with Section 106 monies and Grant Applications would be advantageous.

The role will occupy 32 hours per month, attendance at evening meetings 4 times per year is required plus the ability to attend extraordinary general meetings when necessary.

Salary will be in accordance with the NJC scale LC1 (7-12) £11.63 - £12.73 per hour but this could be a grade higher commensurate with experience and qualifications.  A laptop is provided. The Clerk will be the sole employee of the Parish Council.

Key aspects of the role are:

* Accurate administrative and computer skills and record-keeping,
* Maintenance of Website, diaries and social media when required,
* Knowledge of legal and statutory requirements relating to Parish Councils,
* Certificate in Local Council Administration (CiLCA) or equivalent,
* An interest in engaging with our community in a friendly and positive way.

For an informal discussion and application form please telephone

Cllr Laura Kurton on 07977 564585

**Application Forms** to The Chair, Fontmell Magna Parish Council, Well Cottage, Common Lane, Fontmell Magna, Shaftesbury SP7 0JW,

or via email to **laurakurton.council@gmail.com**

**The closing date for applications is 31st May 2023**

**Interviews will be held in early June 2023**