

Council: Bromham Parish Council

County: Wiltshire

Salary: within grade LC2 (Spinal Column Points 18 – 23: £27,344-£30,151 (pro-rata)

Closing date: 15th September 2023

Parish Clerk & Responsible Finance Officer

Applications must be returned by 15/09/2023

Hours: *Part-time (15 hours per week)*

Salary: *within grade LC2 (We envisage a starting salary in Spinal Column Points 18 – 23: £27,344-£30,151 (pro-rata), though are prepared to discuss a salary commensurate with experience and/or qualifications)*

- Are you enthusiastic, solutions focussed and looking for an interesting, challenging and satisfying role?
- Would you enjoy working closely with councillors, local groups and agencies to promote the interests and well-being of our communities and helping people?
- Do you have excellent administration, inter-personal, communication, numeracy and IT skills?
- Can you work independently without close supervision?

If your answer is yes, then Bromham Parish Council would love to talk to you.

The Parish Council is seeking to appoint a Clerk/Financial Officer ideally offering a sound background in local authority organisation & administration with good educational history and/or qualifications.

The position offers nationally agreed terms and conditions of employment with training and opportunities for continued professional development.

Working hours are flexible but will involve a limited need for evening meetings

If you are interested in applying, please request an application pack from rosalindjhumphries@gmail.com:

Closing date for applications: 15TH SEPTEMBER 2023

Interview date: To be confirmed