



*Clerk to the Council: Shelagh Muir, 15 Pacific Avenue Brooklands Milton Keynes MK10 7GA
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WESTON UNDERWOOD PARISH COUNCIL - PART TIME CLERK/RESPONSIBLE FINANCIAL OFFICER

Due to the retirement of the current Parish Clerk / RFO, Applications are invited for the post of
PART TIME CLERK/RESPONSIBLE FINANCIAL OFFICER

Working hours - approximately 5 hours per week.

Salary: NJC Pay Scales 2019-20 Band 20 pro rata dependent upon experience (CILCA Qualified).

Weston Underwood is a thriving village community; the Parish Council is pro-active in a lot of areas affecting the village and has been well managed by our outgoing Clerk.

The Parish has an annual precept of circa £10,000 with further variable incomes from other sources.

Skills required – A pro-active approach to fulfilling the role. Excellent administration, communication, (both written and oral) and interpersonal skills together with IT competence. 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 be required to work from home, have his/her own transport and be available for evening meetings.

Meetings take place on the second Monday of the month at 8.00pm in the Village Hall, but currently online using ZOOM.

Further details can be found on the Parish Council website on:

<http://westonunderwood.com> or from the Clerk at westonunderwoodpc@gmail.com

Closing Date for Applications – 30 January 2021

