

MAIDS MORETON PARISH COUNCIL

Clerk to the Council – Jacky Dale-Evans
Serendipity, Main Street, Maids Moreton, Bucks, MK18 1QS
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Vacancy – Parish Clerk/Responsible Financial Officer

Maids Moreton Parish Council is seeking to appoint a part-time, community-minded Parish Clerk/Responsible Financial Officer to work with Councillors to improve and enhance the village of Maids Moreton whilst having regard to the identified needs of the community. The village has a Scout Hut, Cricket Pavilion, Playing Field and Allotments and falls under the jurisdiction of Buckinghamshire Council.

The successful candidate should:

- *Be community-focused, and possess sound managerial, communication and organisational skills.*
- *Be competent in Microsoft Office and GMail.*
- *Preferably have a knowledge of local government but this is not essential.*
- *If not already qualified, have a willingness to work towards their ILCA/CiLCA/FILCA qualifications in due course.*
- Have a flexible approach to working, as some evening and weekend work will be required

This is a part time position for 60 hours a month.

Attendance at evening meetings (1 or 2 each month) will be required within the monthly 60 hours contracted. Working is home based and hours are flexible. A car or alternative mode of transport is essential due to occasional requirement to travel to Aylesbury or other parts of the county.

Salary SCP 12 to 16 pro rata on the NALC pay scale which equates to between £11.73 and £12.70 per hour. 21 days pro rata paid holiday, statutory bank holidays and 2 extra statutory days. A pension is available.

For further details or an informal chat about either of these posts, please email maidsmoretonclerk@gmail.com or gmaw@maids-moreton.co.uk. You may also call 01280 814483.

CV's including relevant qualifications and experience should be submitted to the Chair on gmaw@maids-moreton.co.uk. Closing date for applications is 30th June 2022. Maids Moreton Parish Council reserve the right to close the application process should a suitable candidate be found.