



PETERSTON-SUPER-ELY-COMMUNITY COUNCIL

JOB VACANCY

Clerk to the Council & Responsible Financial Officer (RFO)

Do you have skills in administration and organisation?

Are you interested in working as part of a team on local community projects?

Would you like to work flexible hours from home?

Applications are invited from suitably qualified candidates for the post of Clerk to the Community Council for the Electoral Ward of Peterston-super-Ely.

The Clerk will be responsible for the effective running of the Council, including Council finances and management of its assets (Memorial Fields, playground and the St Peter's Church Cemetery).

Working from home, the Clerk will need to have a positive, flexible attitude, be able to meet deadlines, take ownership of areas of responsibility, and deal empathetically with members of the public. The Clerk will also be required to attend monthly Council meetings and periodic sub-committee meetings in Peterston-super-Ely, as necessary.

The role requires good numeracy and literacy skills together with competent and up-to-date IT skills. A willingness to undertake training to fill skills and knowledge gaps is essential.

Working hours vary but average 25-30 hours / month. Salary £12.63 - £14.45 (depending on competence, qualifications and experience).

To request a full job specification and details of how to apply, contact:

council@peterstonsuperely.org

Closing Date: - 27th October

Consideration of applications: - W/C 28th October

Interviews: - W/C 4th November