

Van Community Council

Clerk to the Community Council

SCP 5-10 (£18,795 - £20,751 pro rata)

(Salary per annum dependent on SCP – Initial appointment is expected to be at the lower end of the range)

Contract will be based on 16 hours per week

Applications are invited from suitably qualified candidates for the post of Clerk to Van Community Council. The post is part-time (16 hours) and the successful candidate will work from home subject to agreement.

The Clerk to the Council will be the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law, of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried-out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Applicants are referred to the job description and the person specification.

For further information, please contact:

Tony Graham, Vice Chair of Van Community Council
Tel: 07827 696163
E-mail: tgraham1421@me.com

***Please send your CV (max three A4 pages) with a covering letter
(max two A4 pages) to the above e-mail address.***

***NB: Your covering letter will be expected to address the job description and
the person specification***

The closing date for all applications is: Monday 25th March 2019 at 5.00pm