



9th July 2021

The St Nicholas with Bonvilston Community Council is seeking to appoint a Clerk and Responsible Financial Officer, with suitable experience. The role will generally require 26 hours per month.

The role of Clerk is to ensure that the Council, as a whole, conducts its business properly and to provide independent, objective and professional advice and support.

Community Councils are often viewed as the part of government closest to the people. The Council charges a "precept" each year on Council Tax to provide services and improve the community for residents – this is currently in the region of £33,000. The Council also comments on planning applications and can be represented at public inquiries.

Candidates must have a sound knowledge of local government legislation and procedures, hold a relevant professional qualification and the successful applicant will hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards obtaining it.

In summary, the Clerk:

- ensures that the Council conducts its business lawfully
- administers all the Council's paperwork
- ensures that meeting papers are properly prepared and the public is aware of meeting times
- implements the Council's decisions
- oversees the implementation of projects
- keeps property registers and other legal documents
- keeps up to date by training / qualification

Most council meetings are held 'out of hours' so being able to work on evenings is essential.

The closing date for the receipt of applications is 16th August 2021; interviews are planned for late August.

For further information, or to apply with CV and covering letter please contact: Cllr Ian Perry (Chair), Cllr.IanPerry@outlook.com

Cllr Ian Perry