

South Cerney with Cerney Wick Parish Council

CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

**Salary Range: LC2 Scale 26–38 SCP
£22,937–£32,778 PRO RATA**

30 hours per week, including some evening meetings

South Cerney with Cerney Wick Parish Council is seeking to recruit an enthusiastic and effective Parish Council Clerk/Responsible Financial Officer (RFO), to commence on 2nd March 2015.

South Cerney with Cerney Wick is a large parish in the Cotswold District, with a population in excess of 3,000 with 11 serving Councillors and an annual turnover of approximately £70,000. It is a proactive council committed to maintaining traditional community assets.

Applicants should be highly motivated and well organised, able to demonstrate a good record of achievement in a similar role, have an understanding of financial matters and be able to work flexibly and independently. Good oral, written communication, IT and strong inter-personal skills are essential. An ability to compose news items for insertion in Cerney News, Wilts & Glos Standard and Ripples would be an advantage.

Consideration will be given to applicants who are committed to attaining the Certificate in Local Council Administration qualification.

For an application form, job description and further details, please email:
clerk@southcerney.org.uk or call 01285 644864

Please apply either by email or in writing including a CV to:
South Cerney with Cerney Wick Parish Council
6 North Home Road
Cirencester, Glos. GL7 1DP

The closing date for applications is Friday 23rd January 2015
Initial interviews will be conducted in the week beginning Monday 2nd February