

## **Vacancy for Parish Clerk and Responsible Finance Officer for Bourn Parish Council**

Bourn Parish Council requires a Clerk and RFO to provide professional support and guidance in all aspects of the Council's work. The job is based at home and for 13 hours each week. The job gives and requires flexibility on when the hours are worked with attendance required at each monthly meeting in Bourn (excluding August and December).

We are looking for an enthusiastic, friendly and self-motivated person with good interpersonal, verbal, written and IT skills. This should include proficiency in MS Word and Excel and experience in taking minutes, book-keeping/accounts, preparing reports, dealing with correspondence and record keeping. The successful applicant will hold the Certificate in Local Council Administration OR be willing to obtain it.

Salary is on the scale recommended for local council clerks (as agreed between the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) ) at LC2, typically SCP 26 (£12.16/hr) depending on experience.

For further information and an application form, click on the links below:

[Job description](#)

[Person specification](#)

[Application Form](#)

[Guidance Notes for Applications](#)

Please email your completed application form to our chairman Neil Blair at [neil@blairfamily.me.uk](mailto:neil@blairfamily.me.uk)

Please note that references will be required.

**The closing date for applications is 28 February 2019.**