



Boxley Parish Council

Clerk and Responsible Financial Officer

NJC salary point 20-32.

£25,295 to £34,788 (pro rata)

Hours: 35 per week

An exciting opportunity has arisen to join Boxley Parish Council as the Parish Council Clerk and Responsible Financial Officer. This is an interesting and varied post supporting an active, community focused Parish Council. The successful applicant will be required to provide professional support and guidance in respect of all aspects of the Council's work.

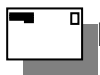
We therefore need someone with excellent administrative and numeracy skills, and you will need to be computer literate with the ability to use email, spreadsheets and other office software.

Ideally, the successful candidate will have held a similar position within a large and busy Parish Council for a period of 5 years and have a professional qualification of at least CiLCA level, or the commitment to undertake this training. Membership of a relevant professional organisation is desirable. The post holder must have a flexible approach as regular attendance at evening meetings will be required.

If you feel that you have the knowledge and experience that we are looking for, we would like to hear from you.

If you would like to discuss this position, please contact the Parish Chairman on 01634 861579 or email wenrob@gmail.com.

Details of the post and an application form can be obtained as follows:



E.mail: enquiry@boxleyparishcouncil.org.uk



Telephone: 01634 861237

www.boxleyparishcouncil.org.uk

Closing Date: 26 April, 2019

Interview Date: W/C 7 May 2019