



# Oldbury on Severn Parish Council

## **Vacancy: Parish Clerk / Responsible Financial Officer**

*Part-time: 9+ hours per week (exact hours and work pattern to be agreed)*

*Location: Home-based, with attendance at meetings in Oldbury on Severn*

*Salary: NJC scale range LC1 substantive (£19,554-£21,589 pro rata)*

Oldbury on Severn Parish Council wishes to appoint a competent and motivated Clerk/Responsible Financial Officer who will undertake a wide range of council activities. He/she will implement the aims and objectives of the council and work closely with councillors.

The ideal applicant will be confident to work independently and have the organisational skills to manage a varied workload. He/she will have financial and administrative experience, the ability to deliver projects on time and the communication skills to promote positive working relations with the community, principal authority, other agencies and local organisations.

The Clerk will be required to attend meetings of the full council, normally held on the first Tuesday of alternate months @ 7pm, as well as committee meetings which may be during the day or evening.

An application pack can be obtained by contacting the outgoing Clerk, Emma Pattullo, via [oldburyonsevernpc@gmail.com](mailto:oldburyonsevernpc@gmail.com).

Applications to be submitted by 7<sup>th</sup> September 2020. Interviews to be held during w/c 14<sup>th</sup> September via Zoom.