BRAMPTON PARISH COUNCIL

VACANCY FOR PARISH CLERK AND RFO

We are looking to appoint a new clerk to serve Brampton Parish Council to the west of Chesterfield, covering the three villages of Cutthorpe, Old Brampton and Wadshelf.

The job is 9 hours per week and will include attendance at an evening meeting on the 2nd Monday of the month except in August when there is no meeting. The work is flexible and can be carried out at home. Brampton currently receives a precept of around £28,000 and has 9 councillors.

The Parish Clerk provides vital administrative support and ensures the smooth running of the council.

Duties include:

- Minute taking
- Preparing and distributing the agenda and minutes for council meetings
- Providing guidance to Councillors regarding their statutory duties and regulations
- Managing correspondence and communications between the council, residents and stakeholders
- Administering the Parish Council's website
- Maintaining accurate records and files
- Occasionally meeting with stakeholders (e.g. a contractor) at community sites.
- Keeping accurate financial records in accordance with annual audit requirements
- Manging all payments and payroll.

Requirements for the post:

- Previous administrative experience
- Possession of a recognised administrative qualification or a willingness to achieve such a qualification within an agreed timescale
- Strong organisational skills
- Excellent maths skills and written and verbal communication skills
- Proficiency in on-line/web-based systems, including Microsoft Word and email
- Ability to work independently and manage multiple tasks
- A commitment to serving the local community.

Benefits of the post:

- Flexible working hours to suit your lifestyle
- A competitive salary based on experience
- Training and support

The pay is in accordance with Local Government Pay Scales from LC1 SCP 13 from £14.60 per hour to SCP 17 £15.58 per hour

To apply, please submit your CV, together with a covering letter stating why you should be considered for the role to; bramptonparishcouncil@hotmail.co.uk

The closing date for applications is 5pm on Friday 13th December 2024.