

## **BECKINGTON PARISH COUNCIL – VACANCY FOR A PARISH CLERK**

**Part time Post: average 10 hours per week**  
**GRADE: NJC SCP Points 18 to 23 [£27,344 to £30,151] per annum pro-rata**  
**Pro-rata annual leave**

We are looking for someone to take over the position of Clerk to the Parish Council. This position becomes available from April 2023. It will be part-time working - for an average 10 hours a week - and will involve some evening commitments, especially for the Council's monthly meeting and may include local council connected meetings, seminars and courses. The role is predominantly home-based. The salary will be based on NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) jointly agreed scales and will depend on existing qualifications and experience.

For this varied position, applicants should have organisational and administrative skills. They must be computer literate, have internet access and have a minimum GCSEs (or similar) in Mathematics and English (preferably with 'A' levels in some subjects).

Previous experience working in or have knowledge of local government or as a Parish Clerk would be ideal but is not required, as training can be provided.

Applicants should be enthusiastic about preserving and improving the quality of life in Beckington. They should be prepared to undertake ongoing development training throughout their period of employment and be prepared to study for the Certificate in Local Councils Administration.

The Clerk is responsible for preparing agendas, taking minutes, liaising with contractors and local government officials, managing of accounts to include, preparing budgets, VAT returns, PAYE, organising audits and the administration of the Parish Council website. The Clerk ensures correct procedures are followed and advises the Parish Council to ensure that it acts within its powers. The ability to communicate well at all levels is essential.

For an application form please visit the Beckington Parish Council website:<http://beckingtonparishcouncil.org.uk/>

**The closing date for applications is 12.30 p.m. on March 28th 2023. Interviews will be held the in April 2023 on a date to be decided.**

*Beckington Parish Council is an equal opportunities employer*