

CLERK TO CURRY MALLET PARISH COUNCIL

Curry Mallet Parish Council seeks to appoint a Parish Clerk and Responsible Financial Officer (RFO).

The post is part-time at 3.5 hours per week, on average with a start date of ASAP, and the salary will be as per the national recommended scale commensurate with experience for part-time Clerks (NALC SCP 15 £9.77p per hour from April 2019) ie £1,778.16 pa.

The successful candidate will be expected to handle the agendas, formal minutes and correspondence of the Council, as well as preparing all relevant accounts, therefore book-keeping skills/knowledge is essential. A laptop and scanner/printer etc are provided. Attendance at the evening meetings of the Council is a requirement of the position; we meet 10 times a year (excludes January and August).

Last year annual turnover was c£31.9 because we created a play area in the Village Hall grounds, which meant many grants and payments flowing in & out of our accounts – if all those are excluded our usual turn over is c£10.0k. The Village Hall is run by its own management team and does NOT form part of the Clerk's duties.

Experience of local government administrative practices would be helpful, however, if required we will get you on a course with the Somerset Association of Local Councils (SALC) to get you up to speed. Our current clerk went on this course and found very useful indeed.

Curry Mallet is situated 7 miles equidistant from Taunton, Langport & Ilminster, so this post may be of particular interest to people living around that circle, taking into account the travelling distance.

Closing Date for Applications: 9th JUNE 2019. To apply please contact, Mr Peter McKeown, 'Owl Barn', 9 Doble Close, Higher St., Curry Mallet, Taunton. TA3 6SY

e:mail - peter.mckeown42@gmail.com or call 01823 480945