

CHURCH KNOWLE PARISH COUNCIL

VACANCY FOR POST OF PARISH CLERK

OUR PARISH CLERK IS RETIRING

- ❑ This is a part-time post for 20 hours per month, worked mainly from home
- ❑ Parish Council Meetings take place on the second Tuesday at 7.30 p.m. each month and the venue alternates between Church Knowle Reading Room and Furzebrook Village Hall

Clerk's duties include:-

- preparation of Agendas and Minutes
 - correspondence and other general administrative duties
 - liaison with other organisations such as Dorset Council & DAPTC
 - management of the cemetery and burial records.
- ❑ The Parish Clerk is also the Responsible Financial Officer, and as such will be required to undertake the bookkeeping, preparation of annual accounts and returns and the VAT refund claim form.
 - ❑ Candidates should be able to work on their own initiative and will need to have good literacy, numeracy and IT skills and the use of a car.
 - ❑ Training will be provided through the Dorset Association of Parish and Town Councils
 - ❑ Remuneration is in line with the national salary scale for local council clerks, starting at Spinal Column Point 15 (hourly rate currently £9.77p) rising by annual increments in April each year to SCP 23 (currently £11.67p per hour). These rates of pay are subject to regular review by the National Joint Council for Local Government Services. Mileage is reimbursed at £0.45p per mile.

Application forms can be obtained from the Parish Clerk Dr A W Wallace, 78
Broken Cross, Dorchester, DT2 9QB or by contacting him on
Tel.No.07731841093

Closing date for applications is 07th April 2020.