**CLERK TO KILVE PARISH COUNCIL**

Kilve Parish Council seeks a Clerk and Responsible Financial Officer. This post is part-time involving 5 hours each week on average.

The successful candidate is not required to have local government experience but will be expected to handle the formal minutes, agendas, and correspondence of the Council.

As Responsible Financial Officer, you will control Council finances and maintain financial records, providing regular reports to Councillors, the public and auditors. Training will be provided.

The salary will be per the National recommended salary scale starting at £10.44 per hour and reviewed annually.

The model contract of employment and job description can be found on the Kilve Parish Council website.

Further information and an application form can be obtained from:

Cllr Bruce Eyley

Putsham Hill Lodge

Hilltop Lane

Kilve

Somerset TA5 1SR

Or by telephone on 07494 674221

Closing date 24th December 2021