

VACANCY

Bisley-with-Lypiatt Parish Council is advertising the position of Parish Clerk/Responsible Financial Officer

The Parish Council consists of 3 Wards for the areas of Bisley, Eastcombe and Oakridge and currently has 10 councillors.

Duties would include the preparation of agendas, notices and the administration of Parish Council meetings, taking minutes, following up actions as required and the production of accounts.

Administration experience and the ability to demonstrate good organisational, communication, IT and financial skills needed.

Initial training will be given from the current Clerk along with any additional training from Gloucestershire Association Parish and Town Councils.

The position currently requires working from home, with a minimum of 20 hours work per week. Salary scale is SCP 19, pro rata equates to £13.24 per hour on scale range LC2 (18-23).

To apply please send letters of application and CVs via email to admin@bisley-with-lypiatt.gov.uk or by post to Mrs D Meredith, 2 Brockley Acres, Eastcombe, Stroud, GL6 7DU

If you wish to discuss the role informally, please contact the Parish Council Chairman Mr Mike Eccott on 01452 770824 or via email at mike.eccott@bisley-with-lypiatt.gov.uk.

Closing date for applications is 30th November 2021.