

# **Burton Green Parish Council**

requires a

## **Parish Clerk/Responsible Officer for new Council from April 2012**

The Parish Clerk will be expected to protect the new council as a corporate body. The role of clerk includes: writing letters, reports, memos; agendas, organising meetings and keeping formal minutes; advising on making lawful decisions and council policy; researching topics of concern to the council; managing projects, sites, facilities and finance; managing records; negotiating, marketing, public relations, organising events and purchasing equipment.

The Clerk for Burton Green will also be the Responsible Financial Officer (RFO) managing finances and keeping the council's financial records.

Requirements: some evening work and the ability to work from home, experience of local government, willingness to gain relevant qualifications as we intend to work towards Quality Parish Status.

Approximately 26 hours monthly, NJC scales 15 - 17 depending on experience.

For full job description and application form telephone: Cllr Vaughan Owen 024 7669 4982 or [email:notramlodge@hotmail.com](mailto:notramlodge@hotmail.com)

Closing date for enquiries: 28th February 2012.