

# BRADWELL PARISH COUNCIL



## Clerk/Responsible Financial Officer Vacancy

### Overview

Bradwell has a population of approximately 1500 people and the Parish Council has ten members.

The position is being advertised as the present Clerk/RFO is retiring at the end of April 2024.

### Requirements

The Clerk and Responsible Financial Officer is the 'Proper Officer' for council and has overall responsibility for administrative and financial matters relating to Council business.

A job description and person specification are available at [www.bradda.org](http://www.bradda.org)

### Working arrangements

This is a permanent position of up to 60 hours per month working mainly from home with days and hours being flexible. A computer and printer are provided.

Salary is paid on the NALC Salary Scale and an allowance to offset home working costs is also payable.

Attendance at Council meetings, which are usually held on the first Tuesday of the month, is required as is attendance at occasional other committee meetings.

### To Apply:

Please apply by email to [parishclerk@bradda.org](mailto:parishclerk@bradda.org) providing a covering letter and curriculum vitae and showing how previous experience and skills meet the needs of the role. Names and contact details of two referees must be provided.

For an informal discussion about the role, applicants can contact the current Clerk, Caroline Preston on 07714790090 or Cllr Lancaster on 07428 163819

### Closing date

The closing date for receipt of applications is 5pm on 29<sup>th</sup> February, 2024