

Mrs L. A. Ruff
Clerk of the Council
6 Leigh Road
Street, Somerset
BA16 0HA



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CLERK AND RESPONSIBLE FINANCIAL OFFICER

Council: Street Parish Council

County: Somerset

Salary: SCP 36 £42,503

Full Time 37 hours a week (regular evening meetings and occasional Weekend work required). This is a permanent appointment.

We are looking for a skilled, committed and highly motivated person to manage the Council's services and lead a small and active team working at the heart of a vibrant Somerset community.

If you have:

- Good organisational and project planning skills
- Excellent communication and IT skills
- A sound understanding of financial systems
- A confident, sensitive, friendly and polite manner
- Discretion and ability to deal with confidential matters

Yes? We have an exciting opportunity to develop a new career!

Working in the council offices, just off the High Street, you will have a key role, working with a team of 16 Councillors who are keen to improve their community. The successful applicant will be either CiLCA qualified or willing to obtain the qualification within 12 months from appointment.

Responsibilities to include:

- to act as the Proper Officer, ensuring that the instructions of the Council are carried out and advising on policies, new projects etc.
- effectively managing the staff, resources and assets of the Council
- being the Responsible Financial Officer and managing the Council's finances including the budget and precept, audit and Annual Return, investments and insurance

For further information and an application pack, or for an informal discussion about the role, please contact Linda Ruff, Parish Clerk on 01458 440588 or email street.parish@street-pc.gov.uk Details also on our website www.street-pc.gov.uk

Closing Date: 12 Noon on Wednesday, 4th January 2023

Interview: Thursday 12th January 2023

**Street Parish Council is an equal opportunity employer.
Entry into the Local Government Pension Scheme is offered to all employees.**