

Melbury Osmond Parish Council

VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Part time position 16 hours per month.

Melbury Osmond Parish Council is seeking to appoint a new Parish Clerk and RFO. The applicant should be self-motivated, enthusiastic, and an organised individual with a deep interest in the local area who can work on their own initiative to support the Council to carry out its functions. Ideally the candidate will be CILCA qualified but enthusiastic and capable interested residents without qualifications are very much encouraged. Full training will be given. The successful candidate will work from home and attend the evening PC meetings. Relevant resources including a council laptop will be provided plus expenses. Salary will be in line with NALC guidelines.

The Council meets every 2 months, meetings are generally on the 2nd Tuesday of the month. The Annual Precept is approximately £6000, with minimal additional services.

To apply or informally discuss the role please contact the Chairman, Richard Paley or vice chairman, Martin Smith via the details below.

Richard Paley spillerpaley@gmail.com

Martin Smith martinmopc@gmail.com

Contact:

Richard Paley - Chairman MOPC - spillerpaley@gmail.com
Martin Smith – Vice chairman MOPC – martinmopc@gmail.com