**BISHOPSTONE PARISH COUNCIL**

**VACANCY FOR PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER**

Bishopstone is an historic parish located in the Chalke Valley part of the Cranborne Chase Area of Outstanding Natural Beauty about six miles south west of Salisbury.

Bishopstone Parish Council wish to appoint a new Clerk/RFO to succeed the current post holder who is retiring. This is a working from home, part-time job with flexible hours. The job involves:

* organising six meetings of the Council a year: agreeing an agenda with the Chairman, drafting any background papers and producing the minutes;
* making sure the Council meets legal requirements as to its governance and financial management (securing funding, dealing with accounts and audit);
* managing projects undertaken by the Council (it spends about £5,000 a year on improvements in the village);
* representing the Council and acting as the main point of contact with Wiltshire Council (responding to consultations, raising issues requiring action, attending some meetings etc);
* helping to resolve problems arising in the village.

The post requires a self-motivated person with sound administrative skills, personal qualities of integrity, discretion and impartiality and an ability to get on with people. A working knowledge of local governance and/or public sector administration, whilst desirable, is not essential as training can be arranged.

Salary will be based on skills, experience and qualification in line with NJC Local Government Services pay scales SCP 7 -12, currently £13.73 – £14.95 per hour.  So for a five hour week this produces an annual salary of between £3,500 and £3,800 a year. The number of hours to be worked and the precise level of pay would be for negotiation. A full job description is available on the village website ([www.bishopstone-salisbury.co.uk](http://www.bishopstone-salisbury.co.uk)).

Much more information about the parish is available on the village website and if you would like an informal chat about what the job involves please contact the existing Clerk, Mike Ash at bishopstoneclerk@btinternet.com.