

Hanham Abbots

PARISH COUNCIL

CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

Hanham Abbots Parish Council is looking to recruit a part time Parish Clerk & Responsible Financial Officer

SCP (23-28): £27,741 – £32,234 pro rata (20 hours/week)
depending on qualifications and experience
plus membership of the Local Government Pension Scheme

Hanham Abbots is on the eastern fringe of Bristol and sits between the A431 Bath Road and the River Avon. It encompasses the southern edge of Hanham and the south western edge of Longwell Green, falling within the South Gloucestershire Council area. The parish council is seeking a highly motivated, proactive person to be the Clerk and Responsible Financial Officer. This is an exciting opportunity for a community minded individual with relevant experience to undertake an interesting and varied post.

The ideal candidate will have experience of working in local government, and will hold the CiLCA qualification, or be prepared to achieve it within 18 months of appointment.

The postholder will ordinarily work from home and must be able to travel to locations within the parish easily.

Training and support while you develop in the role will be provided.

Good communication skills, both written and oral, are necessary for the successful performance of this role.

Full details and an application form are available on the Parish Council website:

<https://www.hanhamabbots-pc.gov.uk/2021/09/job-vacancy/>

Or please contact: clerk@hanhamabbots-pc.gov.uk for further information.

Closing date for applications is Friday 24th September