

## **Parish Clerk & Responsible Financial Officer Puddletown Area Parish Council**

A Clerk is required for Puddletown Area Parish Council, working from home for 40 hours a month. The job gives flexibility as to when the hours are worked with attendance at a monthly meeting in either Puddletown or Tolpuddle.

The successful applicant will be required to provide professional support and guidance in respect of all aspects of the Council's work including acting as the Council's Responsible Financial Officer. A copy of the job description is available at <http://www.puddletownareaparishcouncil.co.uk>

We are looking for an enthusiastic and self-motivated person with good interpersonal, verbal, written and IT skills, ideally with some experience, although a full handover will be given by the current Acting Clerk. Salary is on the scale recommended for local council clerks as agreed between the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) depending on experience.

For more information please contact Colin Hampton, acting Clerk on 01258 837011

or by email to [puddletown@dorset-aptc.gov.uk](mailto:puddletown@dorset-aptc.gov.uk)

Please apply with a copy of your CV and covering letter by email to [puddletown@dorset-aptc.gov.uk](mailto:puddletown@dorset-aptc.gov.uk) by 12<sup>th</sup> May 2019