

A vacancy for the position of Clerk & Responsible Financial Officer for Burley Parish Council has arisen. Work is primarily from home, with the exception of BPC meetings (held during the evening). The position includes: administration of monthly PC meetings (and others as required), correspondence, financial and audit matters, updating the BPC website and booking events. Working hours require flexibility - on average 10 hours per week. Salary is £20,092-£22,183 pro rata, depending on experience; start date 1<sup>st</sup> December. The successful applicant will be able to demonstrate good literacy, numeracy, communication and administrative skills; must also be mobile and computer-literate. The necessary equipment, support & training will be provided. Written applications, along with a CV, should be sent to the Chairman by 1<sup>st</sup> January 2022: philip.daubeney@burleyparishcouncil.gov.uk