



GREAT DENHAM PARISH COUNCIL

PARISH CLERK VACANCY

Great Denham Parish Council requires a part time Clerk/Responsible Financial Officer to work 16 hours per week.

Great Denham is a diverse and vibrant community located in the loop of the River Great Ouse. The original 250 houses have now expanded to over 1200 and there will eventually be 1750 homes. We have a brand new state of the art Community Hall, a Sainsburys Local plus other smaller shops and a golf course.

We plan that the post will be based in our Community Hall with all office equipment provided. Competence in Microsoft Office software, especially Word and Excel, is required. You will also be required to maintain our “bedsparishes” website. Familiarity with social media would be an advantage as we have a Facebook page.

Duties will include attendance at meetings, preparing agendas, taking minutes and preparing other meeting papers, dealing with all correspondence, implementing Council decisions and liaising with outside bodies and residents, managing finances and preparing the Annual Accounts for audit. You will be required to attend any additional meetings as necessary. Parish Council meetings are currently held every other month with Planning Committee Meetings held in the intervening months. There is no meeting in August.

Candidates should ideally hold the CiLCA qualification or be committed to obtaining this at the earliest opportunity. Experience as a Parish Council Clerk is desirable but full training will be given to a candidate who can demonstrate their suitability for the role. Salary will be in accordance with National Local Government Pay Scales in accordance with experience and qualifications. Pension provision will be in accordance with current legislation. Expenses will be paid where appropriate.

Application forms and a full job description are available from the current Parish Clerk & RFO. Please email Roz Buchanan at gdclerk@hotmail.co.uk or write to 18 Biddenham Turn, Biddenham, Bedfordshire, MK40 4AT.

Completed applications must be returned by email or post no later than 31st March 2017.

The post will be available from 1st July but an earlier start date may be desirable in order to allow for a handover period.