

# SIBFORD GOWER PARISH COUNCIL VACANCY FOR PART TIME CLERK

Posted: Friday, 27<sup>th</sup> July 2018

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## Sibford Gower Parish Council

### Vacancy for the post of Parish Clerk and Responsible Financial Officer

Applications are invited for the part-time position of Parish Clerk and Responsible Financial Officer to Sibford Gower Parish Council. We are a small but friendly community, with an electorate of just under 400. There are currently four Councillors with a co-option to be made in due time later in the year.

The successful applicant will maintain the accounts of the Council and oversee payments to local contractors; be the principal point of contact with the local District Council for planning purposes and prepare the paperwork for and organise the quarterly parish council meetings and the annual parish meeting; and provide guidance and professional support to parish councillors. We enjoy a partnership with the local Town Estates charity for which the applicant too would be the principal point of contact.

At their last meeting, the newly elected Councillors spent some time on the importance of the Council developing its relevance as a forum for village residents to reflect together on matters of importance to them. The successful applicant would be expected to be very much part of that development, and to contribute to the ongoing aspirations the Council have for greater liaison and collaboration with our sister council in Sibford Ferris with whom we share a website.

The applicant will work from home and must be self-motivated and have excellent administration, IT and communication skills. Previous experience is desirable but not essential. Training, support and advice is available from the Parish's membership of the Oxfordshire Association of Local Councils, and the relationship between local councils and Cherwell District Council is also a highly supportive one.

The post is notionally for 5 hours per week and will include attendance at Council meetings, currently held in the village's Primary School, but the hours are otherwise flexible and include normal paid personal and statutory holiday provision.

Salary for the year is presently set at **£2,627.82** being based on the NALC National Salary Award rates for 2018/19 at LCI Spinal Column Point 19. This would be subject to review on an annual basis.

Applicants should e-mail their CV and an expression of interest in a covering letter to Cllr Tony Skowronski at:

< tony skowronski [sibfordscene@gmail.com](mailto:sibfordscene@gmail.com) >

The closing date for applications is **5.30pm Friday 31<sup>st</sup> August 2018**. Interviews will be held in the first week in September.