

# JOB VACANCY

## Freshford Parish Clerk and Responsible Financial Officer



**Salary: from £17.16/hour** (SCP 24-28) depending on experience  
(full time equivalent salary would be £33,024 based on a 37-hour week)

**Hours: 7 hours per week** (fully flexible working aside from a fixed monthly evening meeting)

**Freshford Parish Council is seeking an enthusiastic and highly motivated individual who would enjoy a flexible and varied role supporting its diverse and friendly team.**

The Parish Council deals with a wide range of local matters, including:

- Care of village public spaces including the village green, cemetery, woodland and footpaths
- Maintenance of village assets including street furniture and street lighting
- Receiving and commenting on planning applications
- Liaison with B&NES Council and Highways authorities on local roads and public transport
- Various environmental projects including a possible local energy scheme, efforts to improve biodiversity and to reduce home energy use in the village

### Responsibilities

- Posting agendas and documents ahead of monthly Parish Council meetings
- Attending monthly meetings and taking minutes
- Providing general support to the council, including but not limited to:
  - o Advising on the statutory legal duties of the Parish Council
  - o Liaising with suppliers to manage contracts and payments
  - o Preparing and monitoring the Parish Council budget and audit processes
  - o Communicating with residents, B&NES officers and other stakeholders as required

### Skills and experience

- Strong communication skills, both written and verbal, are critical for this role
- Good IT skills are required, including use of Microsoft 365 / Office suite
- Good time-management skills and the ability to prioritise tasks independently
- Confident in book-keeping processes and setting budgets
- Research skills and finding an evidence-based solution to problems

Previous experience in a similar role would be useful but not essential. A handover and training will be provided, and support is available from a local clerks and the Avon Local Councils Association.

**For more information, please contact Selina, the current Clerk: [parish.council@freshfordvillage.com](mailto:parish.council@freshfordvillage.com)**

**To apply for the post please submit your CV and a covering note to the email address above.**

**Applications will be considered on a rolling basis**

For information about Freshford and the Parish Council see: [freshford.org.uk](http://freshford.org.uk)