

# Mappleborough Green Parish Council

## A vacancy exists for CLERK AND RESPONSIBLE FINANCIAL OFFICER

This is an excellent opportunity to be involved in local issues with the flexibility to be able to work from home.

As the Principle Officer, duties include:-

- Producing Agendas and Minutes for all Council Meetings
- Liaising with outside bodies
- Actioning the Council's decisions
- Acting as the Council's Financial Officer
- Keeping the Council's financial records

Requirements:-

- Ability to work from home
- Willingness to gain relevant qualifications
- Some evening work
- Minimum of 30 hours per month

Salary will be in line with National Joint Council for Local Government Employee scales SCP17-18 depending on experience rising to SCP19

For full Job Description and Application Form  
Telephone: Parish Clerk on 01527-854553 or Chairman on 01527-852397  
or email [map.green@btinternet.com](mailto:map.green@btinternet.com)

Closing date for enquiries 10<sup>th</sup> September 2010.