



Uplyme Parish Council

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Website: www.uplymeparishcouncil.org

UPLYME PARISH COUNCIL

Vacancy for Parish Clerk/Responsible Financial Officer

Uplyme Parish Council are looking to appoint a Clerk to the Council/RFO, this position is part time of 24hrs per week. Working mainly from home, although there will be meetings (some evening) and site visits in Uplyme or occasionally other locations in East Devon.

Uplyme is an active Council with a budget of £44,500 per annum.

This position is within the NALC pay scale between SCP18 £12.98-SCP28 £16.75 according to experience, service and qualifications.

The successful candidate would preferably be qualified with a Certificate in Local Council Administration (CILCA); or be prepared to work towards achieving that qualification.

Local Council benefits including LPGS pension, training and holiday pay will apply.

The Clerk / RFO provides full Administration including agenda/minutes, maintains Financial Accounts/Controls and budgets, and also manages the Cemetery.

This role requires someone being able to act on own initiative, be computer literate and work to strict deadlines, likely to be a senior administrator, with excellent communication and organisational skills and have financial experience to be able to prepare and control budgets. An interest in the local community would be an advantage and be able to be forward thinking.

Application packs are available from Uplyme Parish Council, please email the Clerk or visit our website. Closing date for completed applications: 3rd September 2021, Interviews the following week and to start immediately or as soon as possible.

Chairman: Cllr C James

Vice Chairman: Mrs P Frost

Cllrs: P. Oakley, C. Pratt, N. Pullinger, W. Trundle, A. Turner, P. Hackett, Ms J. Rawlins