



BLISLAND PARISH COUNCIL

Parish Clerk: Tammy White, MSc, PGDip, MRTPI, IHBC

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www.blislandparishcouncil.co.uk

Parish Clerk/Responsible Financial Officer Vacancy
Part-time – 8 hours per week
Adoption cover 9-12 months
Salary – New SCP 15-22 pro rata

Blisland Parish Council seeks a part-time Clerk/Responsible Financial Officer (RFO). Work will be from home with one monthly meeting on the second Thursday of the month plus others as necessary.

Blisland is a village on the edge of Bodmin Moor with a population of 600+. The Council's precept for 2019/20 is £25,000 and our current projects are forming a Neighbourhood Development Plan and maintaining a public toilet and the Village Institute which is owned by the Parish Council. The Parish Council consists of ten Councillors plus the Parish Clerk and one cleaner.

Applications are invited from suitably qualified and experienced persons. The Parish Clerk will be responsible for the administration of the business and finances of the council. As this post is for adoption cover, applicants must be able to start with limited notice and will need to hit the ground running.

Closing date for applications is 1st June 2019
Interviews will be held late June/early July 2019.

TO APPLY, PLEASE VISIT WWW.BLISLANDPARISHCOUNCIL.CO.UK where you will find the full job description, person specification and application form.

IF YOU REQUIRE ANY FURTHER INFORMATION PLEASE CONTACT clerk@blislandparishcouncil.co.uk