Thank you for showing an interest in our vacancy for a Clerk/Responsible Financial Officer.

The vacancy has arisen because our current clerk is moving to another position which offers greater responsibility and more hours.

The post will be available immediately after the closing date for applications. However, the council will be prepared to wait a reasonable amount of time for the successful candidate to work their notice and/or to make any necessary arrangements before they take up their duties.

Mudford Parish Council has a helpful and supportive Human Resources Committee which, acting on behalf of the full council, is the first point of contact in all matters related to recruitment, employment conditions and appraisal of staff. Currently, the clerk/RFO is our only employee and we work very closely together.

The outgoing clerk/RFO will ensure that all council matters are up to date, the end-of-year audit has been completed, and a hand-over pack has been prepared to ensure a smooth transition.

The HR Committee will assist the successful candidate to become familiar with processes, procedures and the requirements of the role. There is also excellent support and advice available from Somerset Association of Local Councils (SALC), the Society of Local Council Clerks (SLCC), the Local Council Consultancy (LCC) and other similar bodies.

There is plenty of information about the post in our pack. Don’t be put off by the length of the Job Description – it is very much a ‘cover all bases’ document! Do contact me (at any time) or our current clerk (up until 24th April) for an informal chat about the job.

This really is a great opportunity for someone looking for a varied, interesting and challenging part-time role, offering a great deal of independence and flexibility around working arrangements.

If this looks like it might suit you, we shall look forward to hearing from you.

With best wishes,

Jo Dalton-Leggett (Chair of the H R Committee of Mudford Parish Council)

Email: jo.daltonleggett@mudfordpc.co.uk

Tel: 07757 865575