

**Great Barton Parish Council**  
**Parish Clerk and Responsible Officer**

**Salary:** SCP 5-17 on the National Association of Local Council pay scales (depending on experience and qualifications) which equates to £12.85/15.87 per hour.

**Hours:** 13 hours per week ( Mostly working from home)

Applications are invited for the post of Clerk to Great Barton Parish Council a village just outside Bury St Edmunds.

The Clerk will be the Proper Officer and responsible for ensuring the Council is acting within current regulations.

**Duties:**

- ❖ Publishing meeting Agendas and background information
- ❖ Regular attendance at 2 evening meetings a month but occasionally extra when required
- ❖ Minute taking
- ❖ Liaising with stakeholders such as District and County Councillors
- ❖ Responding to correspondence and emails
- ❖ Guiding Councillors in legislation
- ❖ Finance and preparation for yearly audit.

Computer literacy and internet access is essential

Whilst the Certificate in Local Council Administration qualification would be ideal it is not essential. The ability to learn fast and work towards the qualification would be acceptable. Training would be provided and funded by the Council.

If unqualified, the Responsible Financial Officer role will be initially undertaken by another officer and can be taken over when training is in progress. Additional paid time will be given for formal training  
A person who lives in or very close to Great Barton is desirable.

Please forward CV to [chair@greatbarton-pc.gov.uk](mailto:chair@greatbarton-pc.gov.uk)

**More information about the Council, Job Description and Person Specification is published on the home page of the Great Barton village website [www.greatbarton-pc.gov.uk](http://www.greatbarton-pc.gov.uk).**

**Closing Date 1<sup>st</sup> February 2025 the interview dates to be announced.**

**Please contact Maggie Dunn (Chair of the Council) on 01284 787357 for further information.**