



BERRYNARBOR PARISH COUNCIL
PARISH CLERK: MRS VICTORIA WOODHOUSE
FIRSTONE, YARNSCOMBE, BARNSTAPLE, EX31 3LW
TEL: 07815 665215
EMAIL: clerk@berrynarborparishcouncil.org.uk



PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Berrynarbor Parish Council is seeking a Parish Clerk & Responsible Financial Officer. Berrynarbor is an active Parish Council looking for someone with a “can do” attitude who is self-motivated and conscientious. Applicants will need to be computer literate and able to prepare council agendas and record minutes, they should also be familiar with financial procedures and able to communicate effectively with a range of organisations and members of the public. The ideal candidate will have prior experience or knowledge of Local Government. The salary is in line with NALC’s scales and is dependent on experience & qualifications. The position is 25 hours per month to include attendance at monthly evening meetings (currently held virtually).

For an application pack or informal chat please contact:

Cllr Adam Stanbury, Chairman on 07788668903 or e-mail
adamstanbury@berrynarborparishcouncil.org.uk

Closing Date: 14th August 2020