

**Middlezoy Parish Council seeks a  
Clerk & Responsible Financial Officer  
(Part-time 30 hours per month)**

**Unqualified:**

Starting at NJC Scale point LC1 13 (£11.97 per hour)

**Qualified:**

Starting at NJC scale point LC2 18 (£13.21 per hour)

The Clerk is responsible for organising meetings of the Council and assisting the Chairman. Responsibilities include: administration, advice on procedure, and implementing instructions of Council. As RFO, the Clerk is responsible for financial management of Council. Attendance at evening meetings is a requirement held on the third Tuesday in the month at Middlezoy village hall. The Clerk works from home and office expenses are paid, laptop and printer supplied.

Application forms available from: [clerk@middlezoyparishcouncil.co.uk](mailto:clerk@middlezoyparishcouncil.co.uk) or 01278 325618

For more information about the village and parish council visit [www.middlezoyparishcouncil.co.uk](http://www.middlezoyparishcouncil.co.uk)

**Closing date for applications: Friday 1<sup>st</sup> July 2022**

**Interviews mid-July to be confirmed**