



EAST ILSLEY PARISH COUNCIL

Job Application Form

- Role:** Parish Clerk & Responsible Finance Officer (RFO)
- Hours:** 8 hours per week, meetings are additional hours and overtime can be requested for projects on a case-by-case basis. See 'time commitment' below for more information.
- Location:** Home based. Meetings take place at The Ilsleys Primary School during term time and in either of the Village Pubs during the school holidays.
- Remuneration:** Pro rata, NJC pay scales 7 to 17 depending on experience (currently £22,369 to £26,845).
Entry to the Local Government Pension scheme.
- Closing date:**
- Contact:** To discuss the role further, you can contact Cllr Mike Pembroke (Chairman):
mikep@eastilsley-pc.gov.uk Mobile: 07813 442798
- To apply:** Complete the form below and attach your current CV, showing how you meet the required skills, experience and qualifications as outlined in the Job Description. Email your completed application form and CV to Cllr Pembroke at the above address.

Deadline for receipt of applications is.

Name:

Address:

Home Phone Number :

Mobile Phone Number :

E-mail Address:

References

Please give contact details of 2 people that East Ilsley Parish Council can contact (one of whom should be a current or most recent employer) to provide you with a reference.

Reference 1	Reference 2

Motivation

Please state why you are applying for the Clerk and Responsible Financial Officer (RFO) position.

Experience

Having read the Job Description, briefly indicate any relevant skills, qualifications and experience that you would bring to the Clerk and RFO position.

Training

The Council can arrange further training for the successful applicant should it be required (e.g. use of a specific financial software package). Please indicate any particular training that you would request if offered the Clerk and RFO position.

Time commitment

The combined Clerk and RFO position is being offered as a part-time role of 8 hours per week. These hours do not include attendance at meetings, these are additional hours which you add to your monthly timesheet. EIPC are flexible with when you complete your 8 hours a week. EIPC meet on the second Tuesday of the month in January, March, May July, September and November for Full Council Meetings. The Annual Meeting takes place in May and begins the year. Additional Planning Meetings or Staffing Committee meetings are booked on an ad-hoc basis.

Interview availability

Please state any dates and times when you would be unavailable for interview.

Signed:

Date: