

SPRATTON PARISH COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary (SCP 22-26 £16.30-£18.10 per hour.) Depending on qualifications and experience

Part-time (approx. 15 hours per week)

If you have a genuine interest in helping our forward Council develop and deliver timely, quality and services to the local community, this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused, you will bring sound leadership, staff management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

This post will involve working occasional evenings.

If you would like more information or a chat about the role please contact Fiona on clerk@sprattonpc.org.uk.

To apply for this role please contact the parish council on clerk@sprattonpc.org.uk with a copy of your CV and application letter.

Closing date for applications: 31 March 2024 with a view to as immediate a start as possible and full handover by the end of May 2024.

Spratton Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community