

Mobberley Parish Council Clerk and Responsible Finance Officer.

Mobberley Parish Council require a part time qualified clerk and responsible finance officer to work 20 hours per week. This is an office / homeworking role with at least one day and Monday evenings on site. The role will include meetings administration, implementation of decisions, staff and facilities management and advice to the Parish Council. The Council use the Scribe software package to administer finances. The role includes using the software for payment of suppliers and staff, raising invoices and the provision of information for internal audit, completion of AGAR and VAT returns.

Starting salary dependant on experience. SCP 21-24.

For further information please contact Cllr Hannah Moss, Chair of Mobberley Parish Council on h.moss@mobberleyparishcouncil.co.uk

Closing date Monday 20th May.