



PART-TIME CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

Weaverham Parish Council, is looking for a part-time Clerk/RFO to work an average of 20 hours per week, including evening meetings as required.

The successful candidate will work from the Parish Office and be the public's primary point of contact with the Council, carry out tasks as allocated by the Council and maintain the Council's accounts (having a current turnover of £100,000 per year). Preferably, s/he will have previous experience in local government or similar role.

A competitive starting salary is on offer depending on qualifications and experience.

To apply please send your CV with a covering letter highlighting your qualifications, skills and experience plus the names and contact details of two referees to:

*The Chairman
Weaverham Parish Council
Weaverham Community Centre
Russet Road
Weaverham
CW8 3HY*

OR e-mail weaverhamparishcouncil@btopenworld.com

The closing date for receipt of applications is **18th December 2018** with interviews week commencing **7th January 2019**.