

WYBUNBURY PARISH COUNCIL

VACANCY

CLERK AND REPOSIBLE FINANCIAL OFFICER (RFO)

Wybunbury Parish Council is seeking applications for the post of Clerk and RFO.

The post is part-time (10 hours a week worked flexibly) working from home.

Annual salary is paid in accordance with the National Association of Local Councils and Society of Local Council (NALC/SLCC) Pay Scales and will be based on the qualifications, experience and credentials, but will be in the range of SCP (i.e. Spinal Column Point) 25 (£8,133 per annum) and SCP 30 (£9,292 per annum). Pro rata based on a 37 hour week.

There is no requirement for the post holder to live within the parish.

Specific responsibilities will include:

- Ensuring the Parish Council conducts its business lawfully;
- Administering the Council's financial affairs and maintaining proper records;
- Attending all Council and any Committee meetings which may be set up. Council meetings are generally held on the first Monday in the month, and are held in the Village Hall, Wybunbury commencing at 7.30 pm.
- Ensuring that meeting papers are prepared in accordance with Access to Information Regulations;
- Managing communications with other Councils and other organisations;
- Managing communications between Councillors and members of the public.
- Distributing to Members, correspondence received, as appropriate.
- Managing contracts with suppliers.

Applicants should be computer-literate, experienced in the management of accounts and have proven organisational and administrative skills. Experience in local government is desirable as are suitable relevant qualifications. Full training will be given where required.

Further details of the role, including a job description, can be obtained from the Chairman at the email address below.

Please apply in writing by letter which highlights your key skills, together with a completed CV.

➤ Closing date for applications: 10 August 2022

➤ Reply to:

Russ Ellison-Jones (Chairman) at Russellwpc@outlook.com

Tel: 07866 598 278