

Little Stanney & District Parish Council

(Covers Croughton, Little Stanney, Stoak and Wervin)

Part-time Clerk and Responsible Financial Officer

4 hours per week

Salary Range: £25,419 to £28,226 (pro-rata)

The successful candidate will work from home and be the public's main point of contact with the Council. The Clerk will prepare the agenda for meetings of the Council, attend the meetings and prepare the Minutes, and carry out administrative tasks raised at those meetings. The Clerk will also maintain the council's accounts (the Council has a current turnover of approximately £10,000 per year). Previous experience in a local government or similar role would be welcome, but full training can be given. For more information and/or an informal chat about this vacancy, please telephone Mrs Pauline English, 0151 339 1405 (landline) or 07890 140412 (mobile) or request a job description and person specification and an application form by emailing: pauline.english2@btinternet.com

The closing date for applications is Friday 15 December 2023.