



**Great Boughton
Council**

Working together for our community

Great Boughton Council

VACANCY – Parish Clerk and Responsible Financial Officer

20 hours per week, including attendance at evening meetings and some weekend events

Salary between LCP2 SCP 24 – 28 (£33,024 – £ 36,648 pa) pro-rata (depending on experience and qualifications)

**Based at the Council Office, Vicars Cross Community Centre, Thackeray Drive,
Chester CH3 5HN**

Great Boughton Council is seeking an energetic, forward-thinking individual for the role of Clerk and Responsible Financial Officer (RFO).

The Clerk's role is exciting and challenging and will require a flexible approach, including attendance at regular evening meetings (approximately 3 per month) and occasional weekend working. The payment for this is reflected in the salary offered. We are looking for a proactive leader with considerable administration and organisational skills, an excellent manager, leader, innovator and ambassador. The role includes the line management of two part time staff and a number of contractors.

We are looking for someone who is enthusiastic, flexible and community-focused. They should have a "hands on" style and sound interpersonal, administrative, financial, IT skills and develop relationships with elected councillors and stakeholders. The clerk is normally based in the parish council office with some hours of home working negotiable.

Ideally you will be a qualified Clerk or prepared to study for and attain the CiLCA qualification within 2 years of appointment.

If this sounds of interest to you, a job description and application form can be downloaded from the website www.greatboughtonparishcouncil.org.uk

If you would like further information about the role, please contact the Clerk on 07709512348 or email clerk@greatboughtonparishcouncil.org.uk

Please return your completed application form to clerk@greatboughtonparishcouncil.org.uk
Closing date for receipt of applications is 5pm Monday 9th September 2024 and interviews will take place on Thursday 12th September 2024.