

# Walton Parish Council

## APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

**Salary  
LC1 (SP 14-17 pro rata)**

The Parish Council is looking to appoint a competent and highly organised and committed applicant to undertake this key role which is responsible for the organisation, management and delivery of the Parish Council's services, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management.

The post is part-time (30 hours per month), and some evening and weekend meeting attendance is required. We offer nationally based terms and conditions of employment for this post.

Please email our Clerk for a for a recruitment pack and an application form ([clerk@waltonpc.org.uk](mailto:clerk@waltonpc.org.uk)). An informal conversation with councillor/s may be arranged via the Clerk.

**Closing date for applications: Friday 6<sup>th</sup> December**

Walton Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.