Nether Alderley Parish Council

Appointment of Clerk And

Responsible Financial Officer

Salary within grade SCP 19 – LC2 £31,067 pa £16.10 per hour

Part-time initially 16 hours per week

The Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to- day organisation and management of the Council’s services, facilities and finances. You will need to be enthusiastic, flexible and community focused with excellent leadership, management, administrative,. interpersonal, accounting and IT skills to work successfully with councillors and 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 (initially for 16 hours per week) with the potential to increase after a six-month review. Some evening meeting attendances are required and occasionally attendances at weekend. We offer excellent nationally based terms and conditions of employment for the post.

For further information please contact our current clerk David Naylor for an informal chat about the role. He will also send you an application form if you’re interested. His contact details are by phone **07717 244537** or by email to **clerk.napc@gmail.com****.**

**The closing date is Thursday, 31 July 2025 at 5 PM**

Nether Alderley the parish council is an equal opportunities employer and welcomes applications from all sections of the community