

Wolston Parish Council

Post vacancy: Clerk & Responsible Finance Officer

Hours: 20 hours per week (potential for job share)

Salary: £13.50 - £18.10 per hour

Application deadline: Monday 16th December 2024

Details of post:

The Clerk/RFO will be responsible for ensuring that the Parish Council fulfils its statutory obligations, developing policies and carrying out decisions made by the Council. The role also involves the management of the Council's finances and budgeting, Council's premises and other employees.

Competent administration, numeracy, written and verbal communication skills are essential for this role.

Applicants should preferably have experience of local government, including formal committee work/support, implementation of Council policies, provision of advice and guidance on statutory and legislative matters, and in providing financial management support, ensuring adherence to financial regulations. Full and ongoing support and training will be available.

The Council administration operates from the Parish Office at 2 Main Street, Wolston. CV8 3HJ

Please complete and return the application form accompanied by a CV and covering letter detailing your qualities, suitability, qualifications and experience which support you as a candidate for this position. The closing date for applications is Monday 9th December 2024 at 9:00a.m.

Email wolstonpc@wolstonpc.co.uk for full job description and application form.