

Vacancy - CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

Corston Parish Council is looking for a part-time Clerk and Responsible Financial Officer, working eight hours per week including attendance at evening meetings.

You must:

- have qualifications to A-Level or equivalent, to include a minimum of GCSE Maths and English
- have experience with a parish or town council or in an environment that is governed by similar legislative and procedural controls e.g. law; accountancy, a local authority
- be ICT literate, able to use word-processing and spreadsheet software, manage email and a website
- have experience of setting and controlling a budget
- have an understanding of how local government in the community works
- have good communication skills
- be able to work from home

Salary will be £11.37 per hour.

Please apply to the Parish Council Clerk at corstonparishclerk@outlook.com

Closing date for applications is 5.00pm on Monday 31st July 2023.