



## **RAMPTON AND WOODBECK PARISH COUNCIL**

### **CLERK AND RESPONSIBLE FINANCE OFFICER VACANCY**

**12 hours per week (subject to review)**

**SCP 24 to 28 according to qualifications and experience**

**£14.90 to £16.75 (national pay award pending)**

Rampton and Woodbeck Parish Council is seeking an enthusiastic Clerk and Responsible Finance Officer for this friendly, busy little parish. The Clerk also provides support to the charitable trusts that the Parish Council is a trustee for.

The role would ideally suit an existing Clerk or someone with previous local government experience, or transferable skills from other sectors.

There is flexibility in the working arrangement as the role is pre-dominantly home-based. IT equipment and a mobile phone will be supplied. Attendance at evening Council and committee meetings at Rampton and Woodbeck are an essential requirement of the role. The Council currently meet on a monthly basis on the 2<sup>nd</sup> Monday of the month with the exception of August and February.

Please refer to the Job Description and Person Specification for further information.

For an informal chat, please contact: Sharon Pyke, Locum Clerk – 07471 877504

**Closing date: 15 November 2021 at 9pm**

Interview date: To be confirmed