

Womersley Parish Council is seeking a motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer due to retirement of the current Clerk.

The post is part time, 6.5 hours per week working mainly from home, the hours of work are flexible except for attendance at meetings which are generally held on the last Monday of the month depending on Bank Holidays. There are no meetings in August and December.

Salary on pay scale dependent upon qualifications and experience.

Applicants must be IT literate; computer equipment is supplied. They must also be able to store Council equipment and files at their home address.

Duties will include: acting as advisor to the council, minute taking, and compilation of correspondence, website maintenance and accounts.

Prior relevant experience an advantage but training in all aspects of local government administration, leading to CiLCA qualification will be provided.

Please contact Ms Sue Coles (Clerk) for an informal chat and an application form, Mobile 07545 054893 or Phone 01937 843588. Email: parishclerk@womersleyparishcouncil.gov.uk

Closure for applications is Friday 30th December 2022