

# **Wrose Parish Council**

## **Vacancy for part time Council Clerk/RFO**

Wrose Parish Council is seeking applications from an enthusiastic and well organised individual for the role of Clerk/RFO to this proactive and ambitious Council

Time spent on council business varies weekly; hours set at 35 hours per month.

Salary is paid in accordance with the National Joint Council recommendations; starting salary NJC LC 2 (substantive) salary point scales (£14.90 -£16.75 per hour) according to relevant experience and qualifications, plus reasonable expenses.

Duties include:

- Attendance and minute taking at 12 council meetings per year.
- Managing council financial accounts
- Use of Email, Microsoft Word and Excel.
- Advising the council and ensuing council compliance with legislation and best practice.

Previous experience in local council administration is desirable but not essential as training will be provided to the successful applicant.

The post holder will work mostly from home, at an office sited within the parish and will be required to attend evening meetings and occasional daytime events.

Council designated laptop, printer/scanner and mobile phone will be provided

If this role appeals to you and you consider you have the necessary skills please contact us for further information, job description, person specification and an application form (or just a chat about the role):

**Nicola Moorcroft (Locum Clerk to Wrose Parish Council)**

**Tel: 07975877990**

**E-mail: [clerk@wroseparishcouncil.gov.uk](mailto:clerk@wroseparishcouncil.gov.uk)**

or download the information and application form from:

<http://www.wroseparishcouncil.gov.uk/>

**Closing date for receipt of applications: 5pm on Friday 5 November 2021**

**Interviews will be held week commencing Monday 15 November 2021**