



Come and join us.....

VACANCY

CLERK to the PARISH & RESPONSIBLE FINANCIAL OFFICER

SCP/LC2 pt 24 salary of £14.90 per hour

Great Lumley Parish Council is looking for an enthusiastic and self - motivated person to fill the role of **Clerk to the Parish Council and Responsible Financial Officer (RFO)**.

This is a vital role required to support our 12 Parish Councillors on a part time basis with the flexibility to work from home. The Role of Parish Clerk is required to support councillors by:

- Providing administrative duties to the council
- Ensuring compliance with statutory requirements
- Managing the Council finances

To be successful in this role you will be able to:

- Demonstrate excellent literacy and IT skills
- Have excellent administrative and financial management skills
- Offer information, advice, guidance and support to Councillors
- Be a good communicator
- Have a genuine interest in community provision
- Have (or be willing to study for) a relevant qualification in clerking for a Parish

Knowledge and experience of Local Government structures and finances would be helpful and is preferred but this is not essential as full training and support will be offered. The role is offered on a 12hrs per week contract with some flexibility as to when these hours are worked; a full record of hours worked will be required. Attendance at Parish Council meetings is an essential part of the role; meetings are usually held on the first Tuesday of the month.

If this sounds like the opportunity for you, please email greatlumleyparish@hotmail.com for a job description and person specification. We look forward to hearing from you!

Closing date for applications is Friday 24th November 2023