

KETTLESHULME PARISH COUNCIL

VACANCY

PART-TIME CLERK / RESPONSIBLE FINANCIAL OFFICER (RFO)

Kettleshulme Parish Council, is looking for part-time Clerk/RFO to work an average of 22 hours per month, including evening meetings as required (The Council currently meets on every third Monday of the Month).

All applicants must be computer literate with basic accounting/book-keeping knowledge. The successful candidate will; work from home, be the public's primary point of contact with the council, carry out tasks as allocated by the council and maintain the council's accounts (having a current turnover of £12,000).

Preferably, s/he will have previous experience in a local government or similar role, but full training can be given.

Starting salary is in the region of £9.77/hr for a training post. This will obviously be increased once qualified and the Certificate in Local Council Administration (CilCA) has been obtained.

To arrange an informal chat about this vacancy, or request a job description please email jobutler@kettleshulme.org

To apply please send your CV with a covering letter highlighting your relevant qualifications, skills and experience to:

jobutler@kettleshulme.org

The closing date for receipt of applications is Friday 19th April 2019

Interviews will be held the week commencing 22nd April 2019