

Vacancy: Parish clerk/ RFO, Hope with Aston Parish Council

A vacancy has arisen for a Parish Clerk/ Responsible Financial Officer for Hope with Aston Parish Council. The successful applicant will work from home and be required to attend Council meetings. There are usually 11 per year and normally held in Hope on the 1st Monday of the month.

The applicant should have previous administrative experience and must have good IT skills. The applicant should also demonstrate good organisational and communication skills. It is desirable, but not essential, that the applicant have an understanding of local government practices and procedures as training through DALC can be arranged. The successful candidate will be required to attend DALC Clerk Induction Training, if they have not already done so. The candidate should be willing to work towards the Certificate in Local Council Administration.

In addition to providing support to the nine Councillors, the Clerk / RFO will also be responsible for all statutory financial reporting requirements. Salary will be within the NALC scale LC1 18 – 22

For full job description or further information please email:

Job Vacancy - Clerk/RFO

Last Updated Monday, 20 May 2019 10:32

clerk@hopewithastonparishcouncil.co.uk

To apply please send your CV and details of 2 referees to the email address above by 30th June 2019