

## **Vacancy – Parish Clerk Grindon and Thorpe Thewles Parish Council**

### **Part time Parish Clerk & Responsible Financial Officer**

Applications are invited for the role of Parish Clerk and Responsible Financial Officer (RFO) for Grindon and Thorpe Thewles Parish Council.

The successful applicant will be responsible for managing the day to day business of the Council, including the production of the agendas and minutes for all Council meetings, liaising with outside bodies as well as implementing Council decisions. The Clerk/RFO will also be responsible for the administration of the financial transactions and records of the Council.

Excellent literacy, numeracy, communication and administration skills are required as well as good general IT skills with experience of using Word, Excel etc. A laptop will be provided. Training and support for the role will be available.

Salary: NJC Grade G, SCP 9-12 (£10.83 to £11.50 per hour) depending on experience.

This part time post is 20 – 25 hours per month – primarily working from home.

If you are interested in applying for this post please email a CV and covering letter to the Parish Clerk, Maureen Milburn at [thorpe.grindon@outlook.com](mailto:thorpe.grindon@outlook.com). Applications can be posted to 7 Marion Avenue, Eaglescliffe. Stockton-on-Tees TS16 0LJ

Closing date for applications:- Friday 6<sup>th</sup> November 2020