

Vacancy – Parish Clerk Wolviston Parish Council

Part time Parish Clerk & Responsible Financial Officer

Applications are invited for the role of Parish Clerk and Responsible Financial Officer for Wolviston 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, including the council managed Wolviston allotments.

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 and printer will be provided. Training and support for the role will be available.

Salary: On the scale LC1 (7-12) (£10.44 to £11.53 per hour) depending on experience and qualifications.

This part time post is approximately 40 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, Paul Healey at clerk@wolviston-village.co.uk. Applications can be posted to 7 Picton Crescent, Thornaby, Stockton-on-Tees TS17 0EZ

Closing date for applications:- Friday 27th November 2020