Hope with Aston Parish Council

Part-time Clerk and Responsible Finance Officer to the Council

Overview: a vacancy for the combined post of Clerk and Responsible Financial Officer - could this be you? Ideally you will have some previous experience in this or a similar role but there are opportunities for training and development, in post. A desire to serve the local community is what we are looking for - to support the effectiveness and connection the Parish Council has with local people. You will be a good administrator, with good IT and communication skills.

Requirements: applicants should have relevant prior experience together with a willingness to undertake training and development relevant to the role, such as CilCA (www.slcc.co.uk/qualifications/).

Working arrangement: the role is for five hours per week, working mainly from home but with attendance at evening meetings as required, typically once per month; Parish Council meetings are generally held on the second Monday of the month.

The salary would be within Local Council grades SCP 7-12 (between £10.63-£11.73 per hour) dependent on experience, plus an allowance for the use of home as an office. A laptop will be provided.

FURTHER DETAILS, AND MAKING AN APPLICATION: see the **Job Description** for further details of the role. **To apply - submit a CV and a covering letter outlining your skills and experience (relevant to the Job Description); applications to be received by 31 October**. **Send your application to the Clerk** clerk@hopewithastonparishcouncil.co.uk. If you have any questions contact the Clerk (clerk@hopewithastonparishcouncil.co.uk) or call Maura on 07766 629 419.