**WEAVERHAM PARISH COUNCIL**

**VACANCY**

**PART-TIME CLERK/REPONSIBLE FINANCIAL OFFICER (RFO)**

Weaverham Parish Council, is looking for part-time Clerk/RFO. The role will offer the chance of flexible working hours for an average of 30 hours per week, including evening meetings as required.

The successful candidate will work from the Council Office and their home and 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 £130k per year). Previous experience in a local government and achievement of CiLCA are desirable, but full training can be given.

Starting salary is in the range LC2 SCP 18-23 (£15.21 to £16.67 per hour) depending on experience.

To apply please apply to Jackie Weaver jackieweaver@chalc.org.uk for an application form and return it to Jackie Weaver jackieweaver@chalc.org.uk

The closing date for receipt of applications is Friday, 30th August 2024

Interviews will be held during week commencing 23rd September 2024