

STYAL PARISH COUNCIL

VACANCY

PART-TIME CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

Styal Parish Council is looking for a committed, enthusiastic and proactive part-time Clerk/RFO to work an average of 5 hours per week, including evening meetings approximately 10 times a year.

Styal Parish Council is forward-thinking and successful, and actively involved with a number of exciting projects and local groups. The Clerk will be expected to drive these initiatives forward to successful delivery.

The successful candidate will work from home, using a computer and telephone, 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 approximately £10,000 per year). Preferably, s/he will have previous experience in a local government or similar role, but full training can be given.

Starting salary is in the region of £15.21 to £16.67 per hour, depending on experience.

To find out more about this vacancy or to request a job description, please email Councillor Craig Buckley on buckley.walton@gmail.com.

To apply please email your CV with a covering letter highlighting your relevant qualifications, skills and experience to Councillor Craig Buckley on buckley.walton@gmail.com.

The closing date for receipt of applications is Wednesday 23rd October 2024