**KELBROOK AND SOUGH PARISH COUNCIL**

Vacancy for a Clerk and Responsible Financial Officer

Kelbrook and Sough Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take the role of the Clerk to the Council and Responsible Financial Officer.

The post is part time, 12 hours per month. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary in accordance with National Joint Council recommendations; pay scale LC2 points 18 to 23, dependent upon qualifications and experience.

MUST be IT literate, able to use the Microsoft Office Suite. A laptop will be provided. Must be able to store Council files at your home address. Must be able to attend meetings (generally the 2nd Tuesday of each month).

Duties will include: Acting as advisor to the council which involves learning about the relevant parish legislation, Preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the Council. The Clerk will also have responsibility for updating the PC website.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Local Council Administration qualification will be provided.

For further information or to apply in writing (please send your CV with a covering letter outlining your suitability for the role) contact Sharon Ashley at [kelbrookandsoughchair@gmail.com](mailto:kelbrookandsoughchair@gmail.com)

**Closing date for applications Monday 5th of June 2023**