

WOLVEY PARISH COUNCIL (Warwickshire)

Vacancy for a Part-time Clerk/Responsible Financial Officer

SALARY: £9.999 - £12.440 per hour (spinal column points 20-27) dependent on qualifications and experience.

The Council seeks to employ a replacement Clerk on a part-time basis for 13 hours per week. There is some flexibility in the management of the hours and additional hours may be necessary to manage the administration during busy times. These will be paid at the normal hourly rate.

The Council does not have an office so the Clerk will be expected to work from home and provide some document storage, for which an allowance will be paid. A computer, hard drive, printer and office sundries will be provided, as will a telephone.

The post will combine the roles of Clerk and Responsible Financial Officer, requiring a knowledge of local government administration, legislation and accounting practices. Entry salary point will depend on qualifications and experience.

Closing date for application is Tuesday 7 February 2017.

For more information please contact the Chairman of the Parish Council – Councillor Adrian Warwick (please see contact details below)

To apply please send:

- Your CV outlining experience and qualifications
- Your name and contact details of 2 referees
- Covering letter explaining why you are interested in the post and the skills you will bring to the post

To: Councillor Adrian Warwick, 11 Bracken Drive, Wolvey LE10 3LS

Tel. 01455 220028; Email: adrianwolvey@gmail.com