

# **STRETTON PARISH COUNCIL**

## **APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Salary within grade LC1**

**(SCP 5- 17, £12.85/hour to £15.58/hour subject to experience and qualifications)**

**Part-time (4 hours per week)**

The council is seeking a Clerk and Responsible Financial Officer to manage and administer the affairs of the council on a part-time basis. The parish is located on the north eastern side of Rutland close to the A1 dual carriageway. The post will be home based with requirement to attend Parish Council meetings as scheduled (typically evenings).

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Highly motivated, enthusiastic and community focused, you will bring sound leadership, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

**Please email [clerk@strettonpc.co.uk](mailto:clerk@strettonpc.co.uk) for a recruitment pack and an application form.**

**Closing date for applications: -----**

Stretton Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community