

Part-Time Audlem Parish Clerk/Responsible Financial Officer
20 hrs pw working from home
New Pay Scale:
LC2 SCP 24 - 28 (£31,099 - £34,723 FTE)

Due to the recently-appointed Clerk having to resign for personal reasons, applications are invited for the position of Parish Clerk/Responsible Financial Officer. This is an interesting and varied part-time post for 20 hours per week, working from home, offering the chance to enable the team of Parish Councillors to deliver real benefits to the community.

The successful applicant will be computer literate and self-reliant, preferably with some knowledge of local government procedures. Duties will include the preparation of agendas, minutes, dealing with correspondence, keeping the financial accounts and general administration.

The Clerk will also be required to liaise with Cheshire East Council, other organisations and the general public. Training will be provided if required. There is a minimum of 12 Council meetings annually, all held in the evening, and there will be additional meetings, particularly related to finance and assets, during the year which the Clerk will be required to attend.

The job description can be found at <https://www.audlempc.co.uk/lib/F747944.pdf>

For further information or an informal discussion contact Councillor Geoff Seddon on 01270 811282.

The application form can be found at <https://www.audlempc.co.uk/lib/F747943.pdf>

Once completed your application should be sent by email to Geoff Seddon at geoff.seddon@audlempc.co.uk

Closing date for applications is 24th September 2023