

**SPRATTON PARISH COUNCIL**

**APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Salary (SCP 18-23 £14.21-£15.67 per hour.)**

**Part-time (15 hours per week)**

If you have a genuine interest in helping our forward Council develop and deliver timely, quality and services to the local community, this post is ideal.

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.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused, you will bring sound leadership, staff management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

Post will involve working some evenings and weekends.

Please contact Cllr Claire Joseph on email [Claire.joseph@sprattonpc.org.uk](mailto:Claire.joseph@sprattonpc.org.uk) with a copy of your CV and application letter.

Closing date for applications: 5pm on Friday 11<sup>th</sup> August 2023 .

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