BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL

Vacancy for Parish Clerk & Responsible Financial Officer

3 hours per week including attendance at meetings.
Salary negotiable depending on experience and qualifications.

A vacancy has arisen for a Clerk and Responsible Financial Officer to Bolton-by-Bowland, Gisburn Forest and Sawley Parish Council.

The successful candidate will be enthusiastic and self motivated and will be a good communicator both orally and in writing. They will be required to manage all aspects of the administrative and financial operations of the Parish Council.

They will be expected to prepare agendas, record minutes, handle correspondence and financial budgeting and reporting, therefore access to a computer and a good working knowledge of Word, Excel and e-mail programmes is essential.

Applicants should have an interest in local politics and some knowledge of local government and procedures relating to local councils would be beneficial, but training will be offered.

The Parish Council meets monthly and the successful candidate will be required to attend all meetings. All other council administrative tasks will be carried out working from home.

For further information on this post contact Mr Allan Clements at allan1.clements@btinternet.com

Closing date: 12 09 2014