

Guilden Sutton Parish Council

VACANCY

PART-TIME CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

Guilden Sutton Parish Council is looking for an experienced part-time Clerk (average 8 hours per week).

The Clerk is the official point of contact for the Council and is responsible for carrying out the Council's instructions, dealing with all correspondence and managing the council's finances.

Previous experience in the public service will be an advantage and candidates should preferably hold the Certificate in Local Council Administration or be prepared to work towards this. A full job description will be provided.

Pay at the approved national rates commensurate with experience.

For any informal enquiries please contact Kirsty Lowe (Clerk) e-mail guildensuttonclerk@gmail.com.

To apply e mail the address above marked **Vacancy** highlighting your relevant qualifications, skills and experience