

# JOB VACANCY



## Clerk and Responsible Finance Officer to Whittle-le-Woods Parish Council

## PARISH COUNCIL

Whittle-le-Woods is a thriving and growing village with a great community spirit. There will be more growth in the near future with many more houses to be built in the village. The Parish Council is keen to serve all the residents in our village, professionally and effectively.

The Parish Council is seeking a highly self-motivated and enthusiastic person to take on the role of Clerk, to support the Council in meeting its financial and legal duties.

### The Role:

- Is part-time, with flexible hours, based at home but for attendances at local evening meetings: usually but not limited to the second Monday in each month.
- You will be required to work on average 15 hours per week.
- The role is open for an immediate start following interviews and selection by the Parish Council.
- Salary will be based on the National Association of Local Councils' pay scales and is dependent on qualifications and experience (LC2 SCP 24-28), pension, mileage for work in the village and WFH allowance will be claimable in accordance with HMRC regulations, IT provided.
- Would suit someone highly organised, efficient, possessing proficient computer skills, who is self-motivated and trustworthy, and who must be a good communicator.
- Computer literacy is essential, to, once every four months, download data via Bluetooth from various Speed Indicator Devices installed around the village, from software which is provided.
- The post may well suit someone who is keen to expand their own profile as the role will grow with the village.
- This position will be suitable for someone who lives locally or near to Whittle-le-Woods with a full driving licence and vehicle.

If you feel you can successfully fulfil this role, please apply by sending a copy of your CV by email to the Chairman:

**[colin.evans@whittlelewoods-pc.gov.uk](mailto:colin.evans@whittlelewoods-pc.gov.uk)**

If you wish to know more details of the role you can call the Locum Clerk on 0777 836 7380.