



We're recruiting

Slyne with Hest Parish Council

Parish Clerk & Responsible Financial Officer

An opportunity to take on a varied and important role at the heart of the parish.

This is a role for up to 16 hours per week, covering a broad range of council administration, financial and governance responsibilities.

The role includes

- Council administration and correspondence
- Preparing for meetings and producing minutes
- Financial management
- Governance
- Working with councillors, residents and other organisations

We're looking for someone

- Organised and confident
- Numerate
- A good communicator
- Able to work independently

Salary: NALC/NJC SCP 15-28, depending on experience and qualifications.

TO APPLY

Please email your CV and covering letter to:

andy.burrow@slynewithhest-pc.gov.uk

Please feel free to share this opportunity with anyone who may be interested.