

PARISH OF
GOLDSHAW BOOTH

Newchurch in Pendle · Sabden Fold · Spenbrook

**POSITION - CLERK / RESPONSIBLE FINANCE OFFICER
TO THE PARISH COUNCIL**

Ideal for those wanting new experiences, to build their CV and to contribute to the Community

Goldshaw Booth is the Parish of Newchurch-in-Pendle with the hamlets of Spenbrook and Sabden Fold. We are approximately 1 mile from the Barrowford-Padiham bypass at the Fence junction. The Parish has a population of approx. 220 villagers.

We are a Parish rich in natural resources and ideas, and have plans to make the most of our opportunities for the Community.

To help us achieve this we are looking for a Clerk/RFO to the Parish Council.

Hours: approx. 4 hrs weekly (inc. monthly meetings - no meeting in December) Meetings: 1st Thursday of each month 7.15pm

Remuneration: £2400 per annum.

Overall Responsibilities

To be accountable to the Council (and legislation) for the record keeping of resources and business.

To be responsible for the upkeep of the Council's financial records.

For further information please email Ainsley Macadam (Chair of Goldshaw Booth Parish Council) at s.a.macadam786@btinternet.com.

Thank you