



DISLEY PARISH COUNCIL

Vacancy for Parish Clerk/RFO

Disley Parish Council is an active council at the heart of the local community and is seeking to appoint a multi-skilled, flexible and enthusiastic person to take on the role of Parish Clerk and Responsible Financial Officer.

The post is full time (37 hours per week including some evening meetings and events) and will be based at the Disley Parish Office but may have scope for part remote working.

The salary scale will be LC1 SCP range 29-32 (£33,486 - £36,371) depending on experience. The Parish Council offers a Local Government Pension with 22.1% employer contribution rate and a generous holiday entitlement.

Duties will include, overseeing the statutory obligations of the council; controlling the council's finances, budgeting and audits; management of 4 council officers (2.5 FTE); management of the council assets; leading some council projects and partnering with local organisations.

Applicants should be able to demonstrate excellent communications, organisational and administrative abilities; IT literacy and, either a good understanding of local government, or be able to show the potential and willingness to learn with training.

Applicants will be expected to either hold the Certificate in Local Council Administration (CiLCA) qualification or achieve this within 24 months of commencement.

Application will be by application form only (no CVs) and the closing date is **Friday 23rd February 2024**.

First interviews will be held on Monday 4th March 2024 and second interviews on Monday 11th March 2024.

To apply for the post, please download an application form and job description from our website at: www.disleyparishcouncil.org.uk

Alternatively, you can e-mail admin@disleyparishcouncil.org.uk for an application pack.