

Ketley Parish Council
Vacancy for Parish Clerk & Responsible Financial Officer (RFO)

Salary: subject to experience – From NJC scale point LC2 31 (£27,668)

Hours of work: 37 per week.

Applications are invited for the position of Parish Clerk. This is an exciting and varied post and would ideally suit a candidate with previous experience of working as a Parish Clerk and/or have a very good knowledge of Local Government procedures or experience of a similar position. Candidates should be educated to degree level or hold a similar qualification.

Main duties include and are not limited to: the preparation of agendas, minutes, accounts, payroll, pensions and PAYE, Building maintenance contracts and agreements, management of staff, budgeting, invoicing and payments, report writing, buildings management, cemetery management, Parish environmental team management, streetlighting, general administration, liaising with other organisations and members of the public.

The successful candidate will have very good computer skills, be familiar with the use of social media and have a good knowledge of financial practices as well as being an excellent administrator and communicator.

Closing date for applications : 5th January
Interview: Week commencing: 15th January

Download an application pack at
<http://ketleyparishcouncil.co.uk/ketley-parish-council-2/staff/>
or E mail: parishclerk@ketleyparishcouncil.co.uk

In Writing to :
The Acting Parish Clerk
Ketley Parish Council,
Ketley Community Centre,
Holyhead Road,
Ketley,
TF1 5AN.
Telephone 01952 612035

www.ketleyparishcouncil.co.uk