

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

Closing Date: Friday 1st February 2019

Work Place: 2-3 hours a week from Charlwood Sports & Community Centre plus home working by agreement

Hours: 12-15 hours per week to include evening meetings

Rate of pay: Salary £16 - £18 per hour according to experience

Charlwood Parish Council wishes to appoint a Clerk & RFO to an interesting and demanding position working closely with Parish Councillor's to secure the Council's aims and objectives.

The successful applicant will have to demonstrate drive, determination, administrative experience, IT, organisational & inter-personal skills, and preferably have knowledge of local government.

In the first instance, please email your CV to the Charlwood Parish Council Chairman, Martin Needham mjneedham@btinternet.com.

Please note that CV's alone will not be accepted and an application pack including a Person Specification and Job Description with an Application Form will be sent to applicants.

Closing date for applications: Friday 1st February 2019

Interviews will take place: during February 2019

Start Date: 1st April 2019