



VACANCY

PART-TIME CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

Davenham Parish Council, is looking for part-time Clerk/RFO to work an average of **16 hours per week**, including evening meetings as required.

Davenham is a vibrant village with a strong sense of community and a team of committed and enthusiastic Parish Councillors. The successful candidate will be a vital member of the team, working from home, using a computer and telephone, and be the public's primary point of contact with the council. They will also be required to carry out tasks as allocated by the council and maintain the council's accounts. Preferably, s/he will have previous experience in a local government or similar role, but full training can be given. The post requires candidates to have an excellent track record in administration and financial accounting procedures as well as strong communication, computer and website management skills. He/she will be expected to advise the council in ensuring that statutory and other provisions governing or affecting the running of the Council are observed.

Salary - from NJC scale point LC1 23 – 25 (£21,268 to £22,658 pro rata) depending on experience.

A job description can be viewed at davenhampc.org.uk or requested by emailing clerk@davenhampc.org.uk

For an informal chat about this vacancy, telephone Vicky Stock on 07443 579057

To apply please send your CV with a covering letter highlighting your relevant qualifications, skills and experience to:

Elton Watson, Chairman, 6 Grovemount, Davenham, CW9 8LY or via email to clerk@davenhampc.org.uk

The closing date for receipt of applications is **Monday 12th February 2018**.

Interviews will be held on Thursday 15th or Friday 16th February 2018.