**LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL**

Website: lewlparishcouncil.gov.uk

**VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER**

We are a very enthusiastic Parish Council looking for a friendly and efficient person to join our team in the role of Parish Clerk and Responsible Financial Officer (RFO).

The role is open for an immediate start following interviews and selection by the Parish Council.

The successful applicant will be responsible for all aspects of administration including financial record-keeping and monitoring, advising councillors on policy and procedures, setting the agenda, attending and minuting monthly evening meetings (2nd Thursday of each month excluding August and December) and management of the Parish Council website. The Job description can be found on the council’s website.

This is a part-time remote based position with a minimum of 6.5 hrs to 10hrs per week. Additional payable hours may be required during busier times of the year, e.g. Audit and Budget planning. A laptop will be supplied for business purposes. Experience of local government administrative practices would be helpful. Additional training will be available. The Clerk will be paid in line with NALC/SCP Pay Scale 24 – 28 at between £17.79 and £19.66 per hour, depending on qualifications. Pay review pending.

If you feel you could successfully contribute to this role, please apply by sending a copy of your CV by email to:

Peter Bull, Parish Council Chair

cllrpeterbull@lewlparishcouncil.gov.uk

For an informal discussion about the role please contact Cllr Ann-Marie Bull on 07984 575744

Closing date for applications 31st May 2025. Interviews will be held on 12 June 2025.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your CV as early as possible.