

WARMINGTON PARISH COUNCIL



Appointment of clerk and responsible financial officer

Salary within grade LC2

**SCP 24 – 28 – (£29,174 - £32,798 pro rata)
20 hours per week**

If you have a genuine interest in helping our forward thinking and energetic council develop and deliver timely, quality, and innovative services to the local community, this post is ideal for you.

You will ensure that all legal, statutory, financial, and other governing provisions relating to the council are observed, all council meetings are properly administered, and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA), highly motivated, enthusiastic and community focused, you will bring sound leadership, management, administrative, communication, IT, financial and organisational skills' The ideal candidate will be flexible in approach and able to meet deadlines.

We offer excellent terms and conditions of employment for this part time post which involves evening meetings and attendance at parish council events

Please email clerk@warmington.org for further information and an application form or see warmpc.com/vacancy

Closing date for applications: 2nd September 2022

Warmington Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.