

JOB VACANCY HIGH KELLING PARISH COUNCIL PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

High Kelling Parish Council is looking for an enthusiastic and self-motivated person to take on the role of Parish Clerk and Responsible Financial Officer. The post is for four hours per week and includes attendance at all Parish Council meetings and responsibility for the finances, funding and the Council's risk management. Candidates should have book-keeping skills, communication, IT and organisational skills. Pay will be in line with SCP10 (£13.28) – SCP15 (£14.45) depending on experience and qualifications. Support and training will be provided as appropriate. Applications by CV with a covering letter to the Chair, Peter@rutherford.world.

For discussion about the role please contact the Locum Clerk Gemma Harrison on 07812384889.

The closing date for applications is **Friday 9th February 2024**.