**Lower Slaughter Parish Council**

**Vacancy for an Experienced Clerk and Responsible Financial Officer**

The successful candidate will be required to work from home for approximately 5 hours per week, however this may vary depending on workload. You will be expected to produce agendas and minutes for and attend bi-monthly Council and occasional Committee meetings (evenings).

The Clerk is responsible for communicating with councillors, members of the public and outside bodies. Duties also include management of the financial responsibilities of the council, including accounts, budget preparation and annual audit/reporting, and advising the Council on statutory requirements.

Training is available for all aspects of the Clerk role.

Salary will be negotiable but within the National Association of Local Councils scale range SC 24-28 (£16.16 - £18.05) per hour plus a council laptop, office allowance, petrol, PC Cell phone and sundry expenses.

If you are interested and would like to be part of a very friendly team please email

[clerklspc@gmail.com](mailto:clerklspc@gmail.com) or for further information call Paul Sinclair (Chairman) 07736068882

http://www.lowerslaughter.btck.co.uk/

**Closing date for applications: 15th June 2023**