

# BRERETON AND RAVENHILL PARISH COUNCIL



## Appointment of Clerk and Responsible Finance Officer

<b>Job Title:</b>	Parish Council Clerk & Responsible Finance Officer
<b>Salary</b>	Reflective to experience in accordance with Local Authority Scale LC2 Pro rata (24 hours PW)

**We are looking for someone with a genuine interest in helping our forward thinking and energetic newly elected Councillors develop and deliver timely, quality and innovative services to our local community, if this is you, then this post is ideal for you.**

The right individual will be highly motivated and enthusiastic.

The role requires the post holder to provide excellent organisational skills, administrative support, to advise the Council in legal decision making and to manage all finances, including payroll and accounts, ensuring compliance with internal and external audits.

This office based post requires some flexibility in hours, attending evening meetings and an ability to work with minimum supervision and meet strict deadlines.

### Vacancy Details:

Brereton and Ravenhill Parish Hall, Ravenhill Park, Main Road, Brereton, Rugeley, Staffordshire, WS15 1DS

Parish Clerk and Responsible Finance Officer

24 hours pw with a portion of this time being based at the Parish Hall Office, which will be open to the Councillors and public, also to include some evening meetings each month.

This post is pensionable

This is an interesting and varied post offering the chance to enable the team of Parish Councillors to deliver real benefits to the community and support their goals.

The successful applicant will be computer literate as duties will include preparation of agendas, minutes, dealing with correspondence, keeping financial accounts and general administration.

### Applying for the Role:

For a full job description and to apply for the role please contact: Councillor Kay Paul  
[kay.breretonandravenhill@gmail.com](mailto:kay.breretonandravenhill@gmail.com)