**BAGNALL PARISH COUNCIL ARE LOOKING FOR A CLERK**

**VACANCY FOR A PART-TIME**

**CLERK / RESPONSIBLE FINANCIAL OFFICER**

(Roughly 4 hours per week, plus one evening meeting per month)

Bagnall Parish Council is in Staffordshire Moorlands and has a population of around 700 and has an active and lively community. It is looking for someone to fill the role of Clerk, to an active and committed Parish Council.

The role is part time, involving organising meetings, formally recording meetings, keeping financial records, and overlooking that the Council is in line with regulations. Keeping the Council Website and dealing with correspondence and working at times free of direct supervision complete this summary.

The post-holder will be computer literate, have basic administration and finance skills. Ideally, they will have previous local government experience, though this is not essential. If you want to be part of a group who work for the good of their locality, in a committed and collaborative way this could be an opportunity for you. The Council will provide help in you gaining further qualifications for the role

Salary scale is in accordance with NALC LC2 hourly rate for part-time clerks.

For more information, to arrange an informal meeting to find out more, or to apply please use:

Email:Bagnallpc@gmail.com