

## **BETCHTON PARISH COUNCIL**

### **VACANCY**

#### **PART-TIME CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)**

Betchton Parish Council, is looking for part-time Clerk/RFO to work an average of 2 hours per week, including meetings every 2 months on a Thursday evening and other meetings and training course as required.

The successful candidate should have the ability to work remotely. The clerk will be the public's primary point of contact for the council and will receive correspondence from the public, planning office, highways agency and cheshire east council.

S/he will carry out tasks as allocated by the council and maintain the council's accounts including preparing records for audit purposes and VAT. Preferably, s/he will have previous experience in an admin/accounts role.

The successful candidate should have good organisation, communication and IT skills as they will be required to manage all correspondence for the council bringing matters to the attention of the council and carrying out the instructions of the council.

They should also be able to ensure that legal, statutory and other provision governing or affecting the running of the council are observed and any obligations are met.

A full detailed job description is available upon request and training will be provided.

Starting salary is in the region of £13.50 – £15.00 per hour, depending on experience.

For an informal chat about this vacancy, telephone Angela Malbon (tel no -07555 365296)... (5pm – 7pm Monday to Friday or 10am – 4pm Saturday )

To apply please send your CV with a covering letter skills and experience to:  
Councillor Angela Malbon email [angiec007@icloud.com](mailto:angiec007@icloud.com)

The closing date for receipt of applications is 31<sup>st</sup> December 2024