



## **GREAT ALNE PARISH COUNCIL**

### **CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Applications are invited for the post of Clerk to Great Alne Parish Council. This is an interesting and varied post, working mainly from home, supporting an active, community focused parish council.

You will handle the agenda and take minutes for our bi-monthly evening meetings and deal with all the council's correspondence and administration.

The Clerk to Great Alne Parish Council will also be the Responsible Financial Officer, managing finances and keeping the council's financial records.

20 hours minimum per month.

Salary, depending upon qualifications and experience, based on NJC pay scales plus mileage allowance.

**For further information email: [greatalne.parishcouncil@googlemail.com](mailto:greatalne.parishcouncil@googlemail.com) or telephone 07833 790375**

Please send your letter of application and accompanying CV to:

Clerk to Great Alne Parish Council

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Alcester

Warks

B49 5DQ

**Closing date 30 November 2018**