

**BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL**

**Vacancy for Parish Clerk & Responsible Financial Officer**

**3 hours per week including attendance at meetings.**

**Salary negotiable depending on experience and qualifications.**

**A vacancy has arisen for a Clerk and Responsible Financial Officer to Bolton-by-Bowland, Gisburn Forest and Sawley Parish Council.**

**The successful candidate will be enthusiastic and self motivated and will be a good communicator both orally and in writing. They will be required to manage all aspects of the administrative and financial operations of the Parish Council.**

**They will be expected to prepare agendas, record minutes, handle correspondence and financial budgeting and reporting, therefore access to a computer and a good working knowledge of Word, Excel and e-mail programmes is essential.**

**Applicants should have an interest in local politics and some knowledge of local government and procedures relating to local councils would be beneficial, but training will be offered.**

**The Parish Council meets monthly and the successful candidate will be required to attend all meetings. All other council administrative tasks will be carried out working from home.**

**For further information on this post contact Mr Allan Clements at [allan1.clements@btinternet.com](mailto:allan1.clements@btinternet.com)**

**Closing date: 12 09 2014**