

VACANCY FOR PARISH COUNCIL CLERK

HATTON PARISH COUNCIL

The Parish Council is seeking to recruit a part-time Parish Council Clerk to provide administrative support to the Council. The Clerk is also the Responsible Finance Officer for the Parish Council and ensures compliance with the adopted internal Financial Regulations. Additionally the Clerk keeps abreast of and advises the Parish Council on the latest guidance from the National Association of Local Councils, Cheshire Association of Local Councils, Warrington Borough Council and other relevant bodies.

The position is home based, working a mostly flexible 3 hours per week. Attendance at monthly Parish Council meetings is however essential and these are currently held on a Monday evening at the Hatton Arms.

The successful candidate will:

- have excellent interpersonal skills;
- be self-motivated;
- have strong written and verbal communication;
- have relevant office skills including Microsoft Office;
- be comfortable producing timely minutes of monthly meetings;
- be comfortable producing basic monthly income and expenditure accounts;
- be comfortable administering the Parish Council bank accounts;
- have own transport.

Applications consisting of a CV and Covering Letter should be emailed to paul.molphy@hattonpccheshire.org.uk .

Closing date for applications is 1st October 2022.

For further information please contact Paul Molphy (chair) on 07805 207 987.

Hatton Parish Council is an equal opportunity employer and encourages applications from appropriately qualified and suitable candidates regardless of gender, origin, disability, age, religion, worldview, sexual identity or family status. We promote diversity, equality and flexible working.