UTKINTON AND COTEBROOK PARISH COUNCIL

VACANCY

PART-TIME CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

Utkinton and Cotebrook Parish Council, is seeking a part-time Clerk (average 6 hours per week). The Clerk manages the finances and correspondence of the Council and supports the 11 Parish Council Meetings per year together with the Annual Parish Meeting and the AGM.

The Clerk is the official point of contact for the Council and is responsible for carrying out the Council’s instructions, dealing with all correspondence (mainly e-mail plus some telephone and post), managing the council’s finances and keeping the books of account. Applicants will also be required to manage aspects of the Parish Council’s website and can view the site at [http://www.utkintonandcotebrook.com](http://www.utkintonandcotebrook.com). The current precept is £7,275 per year and the finances are quite simple and straightforward. In addition, the Clerk/Responsible Financial Officer will be responsible for managing the budgets and expenditure for the Utkinton and Cotebrook Neighbourhood Development.

The Clerk will be required to work from home, apart from attending Council meetings. Applicants will have the use of a Council laptop and printer and would ideally have relevant previous experience, but full training can be given. Full Job Description and List of Duties will be provided.

Pay is at the approved rates commensurate with experience, and agreed expenses are reimbursed in full.

For an informal chat about this vacancy, please telephone Francis Tunney (the Chairman) on 07860 917446 or e-mail him at utkintonpc@gmail.com. Interviews will take place during September with a view to appointing for the October Parish Council and it is hoped to appoint the successful candidate during June and a handover with the outgoing Clerk will take place.

To apply please send a letter highlighting your relevant qualifications, skills and experience to:

Mr Frank Tunney  
Utkinton and Cotebrook Parish Council  
‘Long Meadow’, Tirley Lane  
Utkinton  
Tarporley  
Cheshire  
CW6 0JZ.

Closing Date for applications is Friday 10th May 2019.