

SELSTON PARISH COUNCIL VACANCY

RESPONSIBLE FINANCE OFFICER

Minimum of 10 hours per week
Salary NJC Scale 20 (£19818) pro- rata

To be responsible for all financial records of Selston Parish Council including pay roll and the careful administration of its finances. Must be self-motivated, conscientious and have book keeping experience.

To include cash handling through till operation and flexibility to cover other staff for holidays and sickness

The Job Description and Person Specification will be available on request via the Parish Clerk.

Apply in writing including a CV and also explain how the criteria of the person specification can be met, together with the details of two people who can be contacted for references

Any enquiries please contact The Clerk:

Selston Parish Council
The Parish Hall, Mansfield Road, Selston,
Nottingham NG16 6EE Tel: 01773 812012
Email: clerk@selstonparishcouncil.co.uk

Closing date for applications: 14th February 2019
Provisional date for interviews: 20th February 2019