

Granby cum Sutton Parish Council Clerk & RFO

Would you like to make a difference in the local community? Do you enjoy variety and flexible working options?

Granby cum Sutton Parish Council is looking to recruit a Parish Clerk/Responsible Finance Officer

In this role, no two days are the same and your duties will be far from mundane. From preparing agendas and taking meeting minutes to finance and responding to enquiries from the public. The Parish Council is responsible for Granby Village Hall, Playground and Cemetery.

Experience isn't essential as applicants with a willingness to learn will be welcomed and necessary training will be provided.

Working hours would be 260 per year mostly working from home, with some evening work required to cover minute taking at the monthly Parish Council meetings.

Salary is on pay scale LC1 (7-12).

For further information please email clerk.gcspc@gmail.com

