

# **West Halton and Coleby Parish Council**

## **Appointment of Parish Clerk and Responsible Financial Officer**

### **A part time Clerk is required for 16 hours per month**

The Parish Council's responsibilities include management of the Community Centre, grass cutting and Parish maintenance. The successful candidate will need to be highly motivated and efficient. The successful candidate:

- Will advise the council and ensure council compliance with legislation and best practice
- Will attend council meetings on the 1st Thursday of every month
- Will have excellent communication and people skills, as you will need to liaise with Councillors, District and County Council representatives, members of the public and third party organisations both written and verbally
- Will have a proven record in bookkeeping and budget planning
- Will present monthly and quarterly financial reports to council
- Will be well organised and able to meet deadlines
- Is proficient with Microsoft office packages
- Will be proficient with IT including website updates
- Will be willing to undertake any other duties as may be reasonably required from time to time. You will be required to attend additional evening and daytime meetings
- Will be able to attend training courses or seminars on the work and role of the Clerk as required by the Council and be able to demonstrate knowledge of local government procedures, finance and law.

This post is subject to a 3 months probationary period. Salary will be £13.73 / hour.

Please send an application letter to Cllr Dent (Chair)  
[charles\\_r\\_dent@yahoo.co.uk](mailto:charles_r_dent@yahoo.co.uk) Closing date is 6<sup>th</sup> January 2026 but may close early should we receive a sufficient number of applications.

For further information, please contact Cllr Dent (Chair)  
[charles\\_r\\_dent@yahoo.co.uk](mailto:charles_r_dent@yahoo.co.uk) via the council web site or e mail the current clerk [clerk@westhaltonandcolebyparishcouncil.gov.uk](mailto:clerk@westhaltonandcolebyparishcouncil.gov.uk)