

**Longdon Parish Council**  
**Appointment of Parish Clerk / Responsible Financial Officer**

Applications are invited for the post of part time Clerk and Responsible Financial Officer to Longdon Parish Council.

Applicants should have basic IT skills, experience in financial accounting and budgeting and the preparation of Agendas for, and the accurate recording of Minutes of meetings. Access to a computer and printer will be made available. The position is part time (12 hours per week). Attendance at evening monthly council meetings (Every 2<sup>nd</sup> Tuesday) and committee meetings is required.

The salary will be within the 2019/20 NALC/SLCC Scale LC1 (SCP 13-17) £22,021 - £23,836 pro rata to the number of hours worked and subject to experience and qualifications.

**To request an application pack, please email the council on [longdonpc@outlook.com](mailto:longdonpc@outlook.com).**

**Closing Date: 5pm, Friday 22<sup>nd</sup> February, 2019**