

# WALSOKEN

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## PARISH COUNCIL

### PARISH CLERK/FINANCIAL OFFICER VACANCY

Walsoken Parish Council is looking for an enthusiastic and self-motivated person to take on the role of Parish Clerk and Responsible Financial Officer.

The post is for approximately 4 hours a week which includes attendance at 6 Council Meetings per year along with the responsibility for the finances of the Council.

There is online banking set up along with Scribe accounting software. Excellent communication, IT and organisational skills are required and, ideally, CILCA qualified.

Pay will be in line with nationally recognised guidelines and according to experience and qualifications (SCP 11 - 15)

For further information or an informal chat about this vacancy, please contact Caroline Boyden on 07368 861696 or [clerk.walsoken@gmail.com](mailto:clerk.walsoken@gmail.com)

The closing date is 12<sup>th</sup> of June 2024 with starting date of 1<sup>st</sup> of July 2024.