**Join Our Team as a Parish Clerk and Responsible Financial Officer!**

Are you looking for a rewarding role that combines community engagement with financial and administrative expertise? Kirkby Mallory, Peckleton, and Stapleton Parish Council is seeking a dynamic **Parish Clerk and Responsible Financial Officer** to support our vibrant local community.

**Role Overview:** As the Parish Clerk and Responsible Financial Officer, you'll manage the Council’s day-to-day operations, providing vital administrative support, managing finances, and offering professional guidance to ensure effective local governance. This home-based, part-time role (12 hours per week) offers flexibility. Includes monthly evening meeting.

**What We Offer:**

* Competitive Pay: £11.62 - £15.75 per hour (based on qualifications and experience).
* Flexibility: Part-time hours with home working and mileage allowances
* Supportive Benefits: Access to a contributory pension scheme. Training.

**Key Responsibilities:**

* Prepare agendas, minutes, and reports, and offer advice on Council procedures.
* Manage Council finances, including budgeting and accounting.
* Foster communication with residents, partners, and external bodies, and support local initiatives.

**What We’re Looking For:**

* Experience in local government administration or a similar role.
* Knowledge of financial management and bookkeeping.
* Strong organisational, communication, and IT skills including Microsoft and WordPress for updating the website.

To find out more, including a full job description and an overview of the Parish Council, please request a recruitment pack by contacting Clerk@KMPS-PC.org.uk. or on 07818261585