

Dale Community Council

Clerk and Responsible Financial Officer (Part time approx. 3 hrs per week)

Dale Community Council is seeking an organised person with an enthusiasm for supporting the community of Dale in the role as Clerk and Responsible Financial Officer. The postholder is responsible for documenting meetings, coordinating agreed actions and the timely reporting of financial information. Knowledge of local government administration at a community level would be an advantage, however the successful application will be supported by an experienced and friendly team. Hours of work are flexible however the roll will involve attending meetings at Dale Coronation Hall. The Council meet every other month, usually on a Monday. The salary is based on the nationally agreed pay scales for part time clerks and based on the level of experience of the success candidate. Please apply in writing.

For further information, please contact the current Clerk: dalevillagecc@outlook.com Mobile: 07807585414.