

# **Rolleston Parish Council**

Invites applicants for the post of

## **Clerk and Finance Officer to the Council**

A vacancy has arisen for a Clerk to Rolleston Parish Council. Duties include attending all parish council meetings (evening of First Monday in the month), preparing Agendas and Minutes, dealing with all financial matters including preparing annual accounts for audit, VAT returns, PAYE and ensuring that the Parish Councils statutory and legal duties are met. Start date October.

Hours approximately: 10 hours per month

Pay to be negotiated

For an initial discussion please contact

Cllr. Steve Johnson

or

Cllr. Tim Harries

The Hawthorns

Manor Close

Staythorpe Rd

Station Rd

Rolleston NG23 5SG

Rolleston NG23 5SE

Tel. 01636 819181/07786 536918

Tel. 01636 815838/ 07841872221

e mail [sej43johnson@gmail.com](mailto:sej43johnson@gmail.com)

[tim@timharriesandpartners.co.uk](mailto:tim@timharriesandpartners.co.uk)

**Closing date to show initial interest: 26th July 17**

*Rolleston Parish Council is an equal opportunities employer*