

# ARTHINGTON PARISH COUNCIL

Hannah Mullaney | Clerk to Arthington Parish Council | 07739 310400 | [arthingtonparish@live.co.uk](mailto:arthingtonparish@live.co.uk)

## **JOB VACANCY**

Due to the current Clerk stepping down, the Parish Council require an experienced person to be Clerk to the Parish Council and Responsible Financial Officer.

Our councillors are looking for an excellent administrator and confident communicator who can deal with all aspects of parish council meetings which includes setting agendas, taking minutes and liaising with all stakeholders throughout the process.

If you have similar experience and are interested in learning more, please email Hannah at [arthingtonparish@live.co.uk](mailto:arthingtonparish@live.co.uk) or call on 07739 310400

Shortlisted candidates are likely to be called for an interview at the March meeting, due to be held on Tuesday 14th March 2023 at 7.30pm