

Name of Council	Clipston Parish Council
Job Title	Parish Clerk
Vacancy Statement	Clipston Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The parish clerk will be responsible for the administration of the business and finances of the council.</p> <p>The post includes some evening work and attendance at evening meetings which are held on the first Wednesday of every month. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the Certificate in Local Council Administration). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>
Salary	Salary scale LC2, SCP 18 £27,344 pa. pro rata. (£14.21 per hour)
Hours	30 hours per month (7.5 hours per week)
Place of work	Work from home.
Please apply in writing with a CV and covering letter to:-	
Contact	Felicity Ryan
Position	Clerk, Clipston Parish Council
Address	Clerk@clipstonparishcouncil.org
Telephone	07759 076161
Closing date for applications:	5pm on 24 th February 2023

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "*The Essential Clerk*" at <http://www.northantscalc.com/uploads/essential-clerk-2016.pdf>