

Name of Council	Cranford Parish Council
Job Title	Parish Clerk/Responsible Finance Officer
Vacancy Statement	Cranford Parish Council has a vacancy for a parish clerk and responsible finance officer to commence 1 st June
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 governance, business and finances of the council.</p> <p>The post includes some evening work – the Parish Council will meet 6 times a year. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (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 LC1, SCP 7-12 dependent on experience, (£10.44-£11.53 per hour)
Hours	20 hours per month.
Place of work	Work from home.
Application forms/Job descriptions available from the Parish Clerk via cranfordparish@gmail.com or 07522 582251	
Telephone for more information	Cllr Stephen Pickard, Chairman 01536 330534
Closing date for applications:	15th May 2021