

<b>Name of Council</b>	<b>Creaton Parish Council</b>
<b>Job Title</b>	Parish Clerk / RFO
<b>Vacancy Statement</b>	Creaton Parish Council has a vacancy for a parish clerk and responsible finance officer.
<b>Requirements</b>	<p>Applications are invited from suitably qualified proactive individual, ideally with experienced of working in similar roles. 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 occasional attendance at civic functions. The successful applicant would be preferably to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). The Applicant must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p> <p>Additionally the Clerk will also act as Burials Officer for which a fixed payment will be made per burial activity.</p>
<b>Salary</b>	Salary scale LC1, SCP 18 – 23, Depending on qualifications and experience
<b>Hours</b>	10 hours per week calculated on an annual hours basis.
<b>Place of work</b>	Work from home and at Creaton Village hall, Face to Face Parish Council Meetings.
<b>Please apply in writing to:-</b>	
<b>Contact</b>	Mr James Hill,
<b>Position</b>	Chairman, Creaton Parish Council
<b>Address</b>	Grooms House Grooms Lane Creaton NN6 8NN
<b>Telephone/Email</b>	07795412321 jameshillcpc@gmail.com
<b>Closing date for applications:</b>	17/12/2021