

Name of Council	Deene & Deenethorpe Parish Council
Job Title	Parish Clerk
Vacancy Statement	Deene and Deenethorpe 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 occasional attendance at civic functions. 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, £22,369 - £ 24,496 pa. pro rata. (£11.63 - £12.73 per hour)
Hours	20 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Sue Cook
Position	Clerk to the Parish Council
E-mail	deeneanddeenethorpe@gmail.com
Telephone	07825925210
Closing date for applications:	10 Feb 2023