

NAME OF COUNCIL	DENTON PARISH COUNCIL
JOB TITLE	PARISH CLERK
VACANCY	DENTON PARISH COUNCIL has a vacancy for a Parish Clerk and responsible finance officer.
REQUIREMENTS	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. The Post includes evening work. 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.
Salary	SCP 18 – 23 (£12.98 - £14.42 per hour)
Hours	50 hours per month
Place of work	Work from home

PLEASE APPLY IN WRITING TO

CONTACT	CAROLE CLARKE
POSITION	CLERK TO THE COUNCIL
ADDRESS	21 BEDFORD RD, DENTON NORTHAMPTON NN7 1DR
TELEPHONE	01604 890170
CLOSING DATE FOR APPLICATIONS	1 JUNE, 2021