Glapthorn Parish Council

Appointment of
Clerk to the Council &
Responsible Financial Officer

Part-time 20 hours per month plus holiday pay

£2,770 to £2,880 pa (SCP 7 - 9 - £19,554 to £20,344 - pro rata for p/t hours)

We are seeking to recruit a Clerk who can assist and guide the Council in ensuring that Glapthorn remains a great place to live. In 2018 the Parish Council achieved the accolade of Northamptonshire Best Council of the Year in recognition of its energy and enthusiasm in driving forward community initiatives and the production of its Neighbourhood Plan. Subsequently the Council is embarking on an ambitious project to create a playing field for joint community and school use. Other interesting projects are in the pipeline.

Glapthorn is a small Parish Council with big aspirations.

The Clerk will be the Proper Officer of the Council undertaking all the statutory duties entailed. The Clerk will also be the Responsible Financial Officer maintaining all the financial records of the Council and ensuring the careful administration of its finances. Sound legal and financial management skills are therefore essential; and we also want someone who relishes challenges, has a “can do” attitude and an enthusiasm for innovation and achievement.

The ideal candidate will be able to demonstrate a good IT, organisational, administrative and financial background with strong interpersonal and communication skills. You will update and co-ordinate the Council’s website and ensure its success as a valued resource for information, involvement and community well-being across the Parish.

This part time post involves some evening attendance. Candidates holding or studying for CiLCA are welcomed although applicants with other relevant qualifications and experience will also be considered. Training opportunities will be available.

Please email parish.clerk@glapthorn.org.uk for a recruitment pack and application form.

Closing date for applications: 10th May 2019