

Name of Council	Isham Parish Council
Job Title	Parish Clerk
Vacancy Statement	Isham 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, eg bi-monthly council meetings, occasional meetings as administrator for Isham Playing Fields Association (IPFA) and the Neighbourhood Plan group. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). Applicants must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>
Salary	Salary scale, SCP 7-10 pro rata. (£ 11.63-£12.28 per hour)
Hours	21 hours per month, with additional hours to cover the cemetery administration and administration work for our Neighbourhood Plan Group and IPFA.
Place of work	Work from home
Please apply by sending a CV with two referees and their contact details to :- Email apjd@btinternet.com	
Contact	Alan Curtis
Position	Chair, Isham Parish Council
Address	23 Winston Drive Isham Kettering Northants NN14 1HS
Telephone	For an informal chat please contact Debbie Barber, Vice Chair on 07743 094568.
Closing date for applications:	5pm on 1 st March 2023

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "*The Essential Clerk*" at <http://www.northantscalc.com/uploads/essential-clerk-2016.pdf>