

Name of Council	Islip Parish Council
Job Title	Parish Clerk/Responsible Finance Officer
Vacancy Statement	Islip 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 to attend meetings. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the 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 LC2, SCP 18 – 23, £27,344 - £30,151 pa. pro rata. (£14.21 - £15.67 per hour)
Hours	Approx. 22 hours per month.- to be negotiated
Place of work	Work from home.
Please contact Cllr Bronwen Hughes at bronwen.ipc@hotmail.com for an application pack Then apply in writing to:-	
Contact	Cllr Bob Lymn
Position	Councillor- Islip Parish Council
Email Address	boblymn@icloud.com
Telephone	01832 730119
Closing date for applications:	5pm on Fri 3 rd February 2023