

Old Parish Council

Vacancy for a Clerk to the Council

17 hours per month

Minimum salary £18,870 pa, pro rata

Old Parish Council has a vacancy for a Parish Clerk and Responsible Finance Officer.

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 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. Knowledge of and familiarity with website management would be helpful. Friendly and positive outlooks are essential.

Salary is according to local government pay scales, a minimum of LC1, Spinal Column Point 18, £18,870 per annum, pro rata (£9.81 per hour), negotiable depending on qualifications and experience.

For further information or to submit a letter of application and cv please contact:

Cllr Catherine Beckett Old Parish Council
Ashtree House
Harrington Road
Old
Northampton NN6 9RJ
07745 711270 catherine.beckett@live.co.uk

The closing date for applications is Friday 28 December 2018. Interviews to be held the week ending Friday 4 January 2019 (desirable timescale but please still apply even if you cannot meet these dates).