

Name of Council	Potterspurv Parish Council
Job Title	Parish Clerk
Vacancy Statement	Potterspurv Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	<p>Applications are invited from suitably qualified and experienced persons. 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 with council meetings held on the second Wednesday of each month. There may be the requirement for occasional attendance at sub committees.</p> <p>It would be desirable if the successful applicant holds a CiLCA (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 LC1, SCP 18 – 22, £17,333 - £19,817 pa. pro rata.
Hours	10 hours per month.
Place of work	Work from home.
Please apply in writing for an application pack to:-	
Contact	Dr Steve Parkin
Position	Chair, Potterspurv Parish Council
Address	88 High Street Potterspurv Towcester Northants NN12 7PQ
Telephone	01908 542683
Closing date for applications:	October 25th 2013