

Name of Council	Preston Capes Parish Council
Job Title	Parish Clerk
Vacancy Statement	Badby 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 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. Friendly and positive outlooks are essential.</p>
Salary	Salary scale LC1, SCP 18 – 22, £18,070 - £20,0661 pa. pro rata.
Hours	3 hours per week
Place of work	Work from home
Please apply in writing to:-	
Contact	Mr Dixie Hughes
Position	Chairman, Preston Capes Parish Council
Address	5 Church Way Preston Capes Northants NN11 3TE
Telephone	01327 360905
Closing date for applications:	31 st January 2019

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>