

<b>Name of Council</b>	<b>Scaldwell Parish Council</b>
<b>Job Title</b>	<b>Parish Clerk and Responsible Finance Officer</b>
<b>Vacancy Statement</b>	Scaldwell Parish Council has a vacancy for a Parish Clerk and responsible finance officer.
<b>Requirements</b>	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn may 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, including excel, with good communication skills. Friendly and positive outlooks are essential.</p>
<b>Salary</b>	Starting Salary – scale <b>LC1, SCP 6: £19,171</b> pa, pro rata. (Pay award pending)
<b>Hours</b>	<b>35 hours per month.</b>
<b>Place of work</b>	Work from home.
<b>Please apply in writing to: -</b>	
<b>Contact</b>	Dudley Cross
<b>Position</b>	Chairman, Scaldwell Parish Council
<b>email</b>	DCross@lsh.co.uk
<b>Closing date for applications:</b>	<b>28/1/2022</b>
<b>Interviews</b>	To be held <b>week commencing 31<sup>st</sup> January 2022</b>