

Name of Council	Stanion Parish Council
Job Title	Parish Clerk/RFO
Vacancy Statement	Stanion Parish Council has a vacancy for a Parish Clerk/ Responsible Financial Officer
Requirements	<p>Applications are invited from suitably qualified and experienced persons, although training may be offered and enthusiasm and a willingness 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 may include attendance at the bi-monthly evening meetings of the full Council. The successful applicant is expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). He or she must be computer literate, have good communication and interpersonal skills, and a positive outlook</p>
Salary	Salary scale LC1, SCP 15 – 25, £9.34 - £12.01 per hour
Hours	12-16 hours per month
Place of work	The Parish Council office, Stanion Village Hall, but flexible working arrangements will be considered
Please apply in writing to:- Stanion.clerk@gmail.com	
Contact	Helen Heelan
Position	Chairman, Stanion Parish Council
Address	Stanion Parish Council Office Stanion Village Hall 10 Brigstock Road Kettering Northamptonshire NN14 1BU
Telephone	TBA
Closing date for applications:	14 January 2019