

Name of Council	Welton Parish Council
Job Title	Parish Clerk
Vacancy Statement	Welton 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 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	£12.05 per hour £10.00 per month office and telephone
Hours	35 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Eliz Snedker
Position	Vice Chairman
Email	elizabeth.snedker@welton-pc.gov.uk

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>