

West Hunsbury Parish Council

West Hunsbury Parish Council, a new parish council in the borough of Northampton established by Order on 1 April 2013, has an immediate vacancy for a

Parish Clerk / Responsible Finance Officer

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 management of the business and finances of the council.

The successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). He or she must be fully computer literate, with very good communication skills. Friendly and positive outlooks are essential.

The position is for 18.5 hours per week to be worked flexibly including attendance at some evening meetings. The Council currently meets monthly on the third Thursday. The salary is on scale LC2, SCP 26 – 29, (£22,221 - £24,646 pa.) pro rata (£11.55 - £12.81 per hour) subject to the experience and qualifications of the successful candidate.

The Clerk will work from home initially.

The closing date for applications is **19 July 2013** and interviews will take place week commencing 29 July 2013.

For further information, or to submit a CV with covering letter, please contact:

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