

BLAKESLEY PARISHCOUNCIL
APPOINTMENT OF CLERK
and
RESPONSIBLE FINANCIAL OFFICER

Salary within Local Government

Spinal column Range 18-23

£15.21 to £16.67per hour(according to experience)

Homebased part-time appointment for 10 hours per week

The Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services facilities and finances. You will need to be flexible and community-focussed with, administrative, inter-personal, accounting and IT skills in order to work successfully with Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification (Certificate in Local Council Administration) or be willing to undertake the relevant training to gain such within the first eighteen months of joining the Council.

A sound understanding of local authority organisation and management would be beneficial

We offer excellent nationally based terms and conditions of employment for this post which involves evening attendance.

Please call Linda Paice on 01327 353622 or email clerk@blakesleyparishcouncil.org.uk for further information and an application form.

Closing date for applications: 9th August 2024

Blakesley Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.