

Name of Council	Deene & Deenethorpe Parish Council
Job Title	Parish Clerk
Vacancy Statement	Deene & Deenethorpe 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 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>Deene & Deenethorpe is a small community just outside Corby and is based around the Brudenell Estate at Deene Park with whom we work closely. Meetings are held in the Deene Village Hall every 2 months with occasional ad-hoc meetings when required.</p> <p>The post includes some evening work and occasional attendance at village meetings. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the Certificate in Local Council Administration). The successful applicant must be financially and computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>
Salary	Salary scale LC2, SCP 18 – 23, £29,269 - £32,076 pa. pro rata. (£15.21 - £16.67 per hour)
Hours	20 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Keith Gautrey-Prue (Chair) or Tom James (Clerk)
Position	Chair, Deene & Deenethorpe Parish Council
Address	PO Box 8074 Corby NN17 9JW Or by email at: deeneanddeenethorpe@gmail.com
Telephone	07809 580660 or 07549 245404
Closing date for applications:	5pm on 14 September 2024

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*](#)"