

Name of Council	ISHAM PARISH COUNCIL
Job Title	Parish Clerk
Vacancy Statement	Isham 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>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 (the Certificate in Local Council Administration). He or she must be 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	30 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Rachael Ball
Position	Acting Clerk, Isham Parish Council
Address	1 Arndale Northampton NN2 8US clerk@ishamparishcouncil.org.uk
Telephone	07852 178835
Closing date for applications:	5pm on Thursday 24 th October 2024