



Helmdon Parish Council has a vacancy for a

Clerk to the Council

Applications are invited from suitably qualified and experienced people, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications.

You will be responsible for the management of the business and finances of the council. Duties will include attendance at evening council meetings, which are currently held on the fourth Wednesday of the month, plus additional meetings as required. You would be expected to have or be prepared to obtain the Certificate in Local Council Administration (CiLCA) qualification. You must be very computer literate (particularly Excel, E-mail, and Word) and must have excellent communication skills. Numeracy, accuracy, and neatness are essential attributes. A friendly and positive outlook is essential.

Salary scale LC2, SCP 18 – 23, £30,553 - £33,362 pro rata (£15.88 - £17.34 per hour)

Plus 5% employer's contribution to a workplace pension scheme

11 hours per week, flexible, working from home

Working with the chair and all other councillors you will join a team whose job is to represent the interests of the community. You will be a professional officer employed by the council to provide management and administrative assistance and objective advice. You will be responsible for the day-to-day management of the council's finances and you will support the council before, during and after meetings, preparing councillors for their decision-making role and putting their decisions into practice.

Please apply in writing enclosing your curriculum vitae to:-

Cllr Danny Moody
Chairman, Helmdon Parish Council
dannymoody@helmdonparishcouncil.gov.uk

to arrive by 5:00 p.m. on Friday 1 November 2024

Interviews will be held in the evening of Wednesday 6 November 2024*

(*Please indicate in your covering email if it will not be possible for you to attend interview that day)

For more information about Helmdon Parish Council, please visit www.helmdonparishcouncil.gov.uk, or for a pre-application discussion, please contact Cllr Danny Moody on 07713 569526

For more about the role of Clerk please see <https://www.northantscalc.com/wiki/page/107/>