

Carlton Parish Council

VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Carlton Parish Council are seeking to appoint a person who is highly motivated, able to work on his/her own initiative, and has excellent communication and time management skills.

Experience and knowledge of local councils would be an advantage. Qualification in the Certificate in Local Council Administration (CiLCA) would be desirable however, a contribution towards the cost of the qualification maybe considered by the Council should the preferred candidate not currently hold it or be working towards its completion.

The role includes the day-to-day administration and finances of the Council. Working closely with members of the Council, other Statutory Bodies, Stakeholders, and members of the public.

The person will be computer literate, with experience of Microsoft Office, and the remote platform Zoom.

The salary is paid in accordance with the National Joint Council (NJC) Pay Scales 18 to 22 which is £12.98 to £14.05 per hour, with incremental increases, depending on qualifications and experience.

The person will be employed to work 40 hours per month. The person must be flexible and willing to work evenings and weekends on occasion.

To apply for the vacancy please email: clerk@carltonparishcouncil.net to request an application pack, job description and person specification. The deadline for submitting the application is Friday 5th March at Noon. Interviews will take place on the evening of Thursday 11th March 2021.