



JOB VACANCY

PARISH CLERK

Up to 16 hours per week @ £15.21 Per hour £12,656.86 per year.

The Clerks role is as a competent administrator, and a legal advisor of local authority protocol. These are essential not *desirable*.

The Clerk needs to have experience of financial administration, recording and presenting the Parish financial position, in a manner that members can understand and explain to residents.

The Clerk must carry out the decisions of the Parish Councils as agreed at monthly meetings.

These actions to be compiled, progressed and reported to the Chairperson in a manner that can be presented to the council.

This post requires candidates to have a clear understanding of local government, and an excellent record in administration, policy, project management, communication and strategic thinking. Excellent IT skills are essential and attendance at committee meetings will be required (this will involve some evening meetings). You will be based within the parish office at Pavilion, The King George V playing fields, where you will be required to work Monday to Friday 10am – 1pm

You will hold the Certificate in Local Council Administration (CILCA) or be willing to achieve this qualification within 15 months of commencing employment.

A candidate information pack including application form, job description and person specification is available on our website.

For further information about the work of the Parish Council please go to our website www.framwellgatemoorparishcouncil.co.uk . For an informal discussion regarding the post, please contact Cllr. Karon Willis, Chair of Framwellgate Moor Parish Council, on 07810838483.

The closing date for applications is Noon Thursday 2nd May,2024 with successful candidates invited to interview on Thursday 9th May, 2024 via email / text message.