

ANTROBUS PARISH COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

**Salary within grade LC1 (SCP 7 – 12)
(£25,584 - £27,711 p.a. pro-rata or £13.26 - £14.36 per hour)**

Part-time (6-8 hours per week)

The Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management.

The post is **part time (6-8 hours per week)** and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this post which involves evening and weekend attendance.

Please call Simon Palmer on 01606 891462 or email clerk@antrobus-pc.gov.uk for a recruitment pack and an application form.

Closing date for applications: 5pm, Thursday 6th December 2024.

Antrobus Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.