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| **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** | 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.  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. |
| **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 24th October 2024** |

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled [“*The Essential Clerk*”](https://www.northantscalc.com/web/content/10632?unique=cb12d63831bcb671bee0a9bdfc3fb0c0d720648e)