

Name of Council	Roade Parish Council
Job Title	Parish Clerk
Vacancy Statement	<p>Roade Parish Council has a vacancy for a parish clerk and responsible finance officer. Roade is a growing village with a population of just under 4,000 and 2,500 electors. We have 13 councillors and a precept of £132,276.00. Please feel free to contact Cllr Lorne Murray, Chairman for more information or to have an informal chat. Tel 07866383700 or email cllrlornemurray@roadeparishcouncil.gov.uk.</p>
Requirements	<p>The Parish Council is seeking to appoint a highly organised, self-motivated and committed applicant to undertake this key role with responsibility for all day-to-day organisation and management of the Council's services, facilities and finances.</p> <p>The successful candidate will need to be enthusiastic, flexible and community-focused with excellent leadership, administrative, organisational, inter-personal, accounting and IT skills, in order to work successfully with Councillors, external organisations and the community.</p> <p>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.</p> <p>The post includes some evening work and occasional attendance at village events. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the Certificate in Local Council Administration). The successful candidate must be computer literate, with good communication skills. Friendly and positive outlooks are essential as is working under pressure and working to meet deadlines.</p>
Salary	Salary scale LC2, SCP 24 – 32, £33,024 - £40,221 pa. pro rata. (£17.16 - £20.90 per hour) although this is open to negotiation depending on experience and qualifications.
Hours	37 hours per week.
Place of work	Hybrid
Please apply in writing to:-	
Contact	Cllr Lorne Murray
Position	Chairman, Roade Parish Council
Address	PO Box 847, Northampton, NN7 9AB.

Telephone	07866383700
Closing date for applications:	5pm on 28 th June 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"*](#)