

Name of Council	Norton Parish Council
Job Title	Parish Clerk
Vacancy Statement	Norton Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	<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 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.</p>
Salary	Salary scale LC1, SCP 13-17, £26,873 – 28,770 pa. pro rata. (£13.97 - £14.95 per hour) – Pay award pending
Hours	32 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Kim Russell
Position	Chair, Norton Parish Council
Address	10 Goulden's View Norton, Daventry NN11 2AB Or by email krussell@nortonpc.org.uk
Telephone	07779 725582
Closing date for applications:	5pm on 20 Sep 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"*](#)