

Name of Council	Abthorpe Parish Council
Job Title	Parish Clerk and Responsible Finance Officer
Vacancy Statement	Abthorpe 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 Salary scale LC2, SCP 21 - £30,825.00 pa. pro rata. (£16.02 per hour) - £1874.49 per annum – pay review pending
Hours	2 Hours per week
Place of work	Work from home.
Please apply in writing to:- philipberrypc@gmail.com If you are interested but would like to learn more, please ring me for an informal chat	
Contact	Philip Berry
Position	Chair, Abthorpe Parish Council
Address	Spring Meadow Farm The Green Abthorpe Towcester NN12 8QP
Telephone	07979 547589
Closing date for applications:	30 September 2024