

**IRCHESTER PARISH COUNCIL
CLERK/RESPONSIBLE FINANCIAL OFFICER**

Irchester Parish Council has a vacancy for a Clerk and Responsible Finance Officer working part time 20 hours per week.

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. 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. The Council Cemetery is managed by another member of staff.

Applications are invited from suitably qualified and experienced persons. The post includes some evening work and attendance at events. The successful applicant would be expected to have, or be studying for, 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.

Job description and Person Specification can be found on the Council website
<https://www.hugofox.com/community/irchester-parish-council-13388/home>

Salary scale LC4, SCP 24 – 28 although this is open to negotiation depending on experience and qualifications plus pension contributions to the Nest Scheme

Please send CV's Private and Confidential to The Clerk at irchesterpc@gmail.com or telephone 07525909528 for further information.

Closing date is Midday Thursday 19th December 2024 with interviews taking place week commencing 6th January 2025