

Name of Council	Pattishall Parish Council
Job Title	Parish Clerk and Responsible Financial Officer
Vacancy Statement	Pattishall Parish Council has a vacancy for a Parish Clerk and Responsible Financial Officer.
Requirements	<p>Pattishall Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services and finances. You will need therefore to be enthusiastic, flexible and community-focussed with sound administrative, inter-personal, accounting and IT skills in order to work successfully with the Parish Councillor Team, external organisations, stakeholders and the community.</p> <p>You should possess or be prepared to obtain the CiLCA qualification for which we will provide support. An understanding of local authority organisation and management is desirable but not essential.</p> <p>The post is part-time (12 hours per week initially) and working from home. Some evening meeting attendance is required.</p> <p>We offer excellent nationally based terms and conditions of employment</p> <p>Pattishall Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.</p>
Salary	<p>Salary within grade LC2 24 – 28 depending on experience</p> <p>£17.79 – £19.66 per hour</p> <p>plus 10% pension contribution</p>
Hours	Part-time (initially 12 hours per week to be increased if required)
Place of work	Work from home plus travel to meetings in the Parish a minimum of 11 times per year – more possibly
<p>Interested? Please download our recruitment pack at https://www.pattishallparish.org.uk/news/</p>	
Contact	Cllr Barry Evans



Position	Chair, Pattishall Parish Council Parish Council
Address	Pear Tree Farm, 14 High St. Astcote NN12 8NW
Telephone	07790 041494
Closing date for applications:	5pm on 24 02 2025

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”](#)