

Name of Council	Collyweston Parish Council
Job Title	Parish Clerk and Responsible Finance Officer
Vacancy Statement	Collyweston 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.</p> <p>The Parish Clerk will be responsible for the administration of the business and finances of the council. The person appointed should be computer literate, with good communication skills. A friendly and positive outlook is essential.</p> <p>The post includes some evening work. Meetings are held at 7.30pm on the second Thursday of every month, excluding August.</p>
Salary	Salary scale LC2, SCP 18 – 23, £30,559 - £33,366 pa. pro rata. (£15.84 - £17.29 per hour)
Hours	10 hours per week .
Place of work	Work from home.
For more information and/or an application form and job description please apply to:	
Contact	Ann Scott
Position	Chair, Collyweston Parish Council
Email:	ann.scott@collywestonparishcouncil.org.uk
Closing date for applications:	5pm on Friday 18 th July 2025
Interviews:	To be held week commencing 28 th July 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*"