

Name of Council	Lutton Parish Council
Job Title	Parish Clerk & RFO
Vacancy Statement	Lutton 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 other parish-related business. 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 6 £25,989 pa.pro rata (£13.47 per hour)
Hours	8 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Chris Cowdery
Position	Chair, Lutton Parish Council
Address	chairman@lutton-pc.gov.uk
Telephone	
Closing date for applications:	