

West Rainton Parish Council

Vacancy: Parish Clerk and Responsible Financial Officer

The Parish Council is seeking applications from suitably experienced and qualified persons for the part-time post of Clerk and Responsible Financial Officer to West Rainton Parish Council.

The post is based on home working of 10 hours per week; with a start date of September 2016 or as soon as possible thereafter.

The ideal candidate will have some local government experience particularly in relation to financial management and advising council members on the development of policies and procedures.

Excellent communication and organisational skills are essential along with good IT skills and the capability of working from home with integrity. Experience of working as a parish clerk or assistant parish clerk would be preferred but consideration will be given to candidates with the right skills. A flexible approach is required to meet the fluctuating demands of the role, and the ability to attend some evening meetings is essential.

Salary will be in accordance with the National Joint Council Agreement for Part Time Clerks Scale LC1 SCP (spinal column point 18-22) - £17,891 to £20456 per annum pro rata or £9.30 to £10.63 per hour.).

The starting salary will be subject to negotiation dependent upon qualifications and experience.

Initially, the successful candidate will work alongside the interim Parish Clerk for a transitional period.

Application packs are available from the interim Clerk by email: westraintonparishcouncil@yahoo.co.uk.

The closing date for applications is Friday 1 July 2016. Interviews are expected to be held during week commencing 11 July 2016.

You are welcome to contact the interim Parish Clerk or Chairman by 'phone for an informal discussion.

Interim Parish Clerk: Graeme Keedy, Tel. 0794 120 4118

Chairman: Cllr Avril Wallage, Tel. 0191 584 0540

16 June 2016