

Nempnett Thrubwell Parish Council

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Part-time

The 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 excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with Councillors, external organisations, stakeholders and the community.

A CiLCA qualification and/or a sound understanding of local authority organisation and management would be an advantage but not essential as full training is available.

The post is part time and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this post.

Please call Cllr Peter Hellier on 01761 462039 or email Alicia Fox at ntparishclerk@icloud.com for an informal discussion or further details.

Nempnett Thrubwell Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.