**CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL**

**CLERK** **AND RESPONSIBLE FINANCIAL OFFICER**

**Salary scp 18 £15.84 per hour**

**Part-time (4 hours per week)**

We are looking for someone with a genuine interest in helping our small, friendly Parish Council develop and deliver quality services to the local community.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), motivated, enthusiastic and community focused, you will bring sound leadership, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post which may involve working evenings and weekends.

**Please call email the Chair, Councillor Alan Thomas at alan@carltonscroopnormanton-pc.gov.uk for a recruitment pack and an application form. If you would like to have an informal discussion regarding the position, please contact the current Clerk, Nikki Gascoigne, on** **clerk@carltonscroopnormanton-pc.gov.uk** **or 07472 574201**

***We encourage applicants to apply as soon as possible as we may close this vacancy early should we receive a sufficient number of applications***

Carlton Scroop and Normanton on Cliffe Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.