

**CROPTHORNE PARISH COUNCIL**

**CLERK'S VACANCY**

The Parish Council is seeking a self-motivated person to fill the role of Clerk and Responsible Financial Officer to the Council.

28 hours per month . Salary: LC1 SCP 13 – 17 £22,627 - £24,491 pro rata (based on experience & qualifications)

The successful candidate will generally work from home but must be prepared to attend evening meetings when required. Some work may require meeting representatives and contractors on site. We have six parish council meetings, held bi-monthly (and in the evenings) although there may be additional meetings as and when required.

Applicants must have excellent communication skills, both written and verbal; the ability to understand and interpret local government law; possess skills in financial management; a willingness to learn and show a positive response to challenge and change. Experience in office IT is essential.

Local council benefits such as a pension scheme, training and holiday pay will apply.

Further details can be obtained by contacting the Clerk on 01386 552233 or [clerk@crothorncouncil.co.uk](mailto:clerk@crothorncouncil.co.uk) Applications should be made by submitting a CV to the Clerk before 20<sup>th</sup> June 2022