



*Longwick-cum-Ilmer
Parish Council*

Longwick-cum-Ilmer Parish Council

Clerk / Responsible Finance Officer

This is a part-time role of 10 hours per week. Salary SCP 25. £ 22,658.00 pro rata.

The Council meets each month with additional meetings held occasionally. All meetings are in the evening, and the rest of the work will be done from home. A computer and printer will be provided.

Your responsibilities will include acting as the Council's financial officer, organising meetings, taking and producing minutes, liaising with outside bodies, researching and advising on procedures and other issues, and actioning the Council's decisions.

This role may suit an existing Parish Clerk looking to work for more than one council, or a newly qualified clerk.

Ideally the candidate is CiLCA qualified but consideration will be given to applicants willing to gain the qualification within 2 years.

The Parish Council will make any training courses available as required.

The position is now available and a handover period will be available if required.

Anyone interested in the position should contact Susanne Griffiths email clerk@longwickcumilmer.org.uk or on 01844 275912

Closing date 9th March 2018