

## **NORTHBOROUGH PARISH COUNCIL**

**Applications are invited for the post of**

### **PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Working hours – approximately 43 hours per month**

*Salary in accordance with the NJC scales: (LC2, SCP 26 – 29), £23,398 - £25,951 pro-rata; hourly rate £12.16 to £13.48) but will depend on experience and qualifications.*

#### **THE ROLE**

As Parish Clerk and Responsible Financial Officer you will be responsible for:

- Preparation of meeting agendas and taking accurate minutes of Parish Council meetings.
- Taking action on resolutions passed by the Council.
- Dealing with the Parish Council's financial accounts.
- Preparing the Parish Council accounts for audit.
- Liaising with Peterborough City Council on local matters and other organisations as required.
- Maintaining and updating the Parish Council website and posting notices on the village notice boards.

The ideal candidate would hold a Certificate in Local Council Administration (CILCA) and ideally possess local government experience with knowledge of the parish council sector. A successful candidate who does not hold the CILCA qualification would be expected to undergo the DALC Essential Clerk training.

The Clerk will principally work from home and have his/her own transport using the NPC provided laptop. The Parish Council is establishing an office at Northborough Village Hall before the end of the year and the Clerk will be required to work from this office for a minimum of 3 hours every two weeks on a weekday, to be agreed, and at other times by mutual agreement. Some evening work will be required as monthly parish council meetings occur at this time; attendance at other evening meetings will be infrequent and on an ad hoc, "as needed" basis.

A full job description is available on the Northborough Parish Council website.

**If interested, please request an application pack from the Chairman:**

Mrs Lyn Steen, Chairman  
Northborough Parish Council  
[lyn.steen@northboroughpc.co.uk](mailto:lyn.steen@northboroughpc.co.uk)

**Applications should be returned by Friday 27 October 2017 to:**

Mrs Lyn Steen  
Chairman  
Northborough Parish Council  
23 Church View  
Northborough  
Peterborough  
PE6 9DQ

**Interviews will be held in the week beginning 13 November 2017.**