

Ightfield Parish Council Job Vacancy

Ightfield Parish Council wishes to recruit a Parish Clerk/RFO.

The Council comprises seven councillors and is responsible for a number of assets including 2 playgrounds, bus shelters, a war memorial and parish noticeboards. Additionally, the Council manages and maintains a footpath which it recently constructed between the two villages.

The Council has signed up to the Protocol for Councillor-Clerk Relations and is looking for a Clerk who is:

- self-confident and professional in managing their relationship with the public and councillors
- qualified and holds CiLCA
- able to work independently and effectively, managing a varying workload
- organised and experienced in council administration
- competent in dealing with financial matters including the payment of invoices and keeping accurate records for audit purposes
- able to manage the Parish Council website

Above all, the Parish Clerk/RFO will work with the Council to ensure that it meets its legal obligations and responsibilities.

The role of the Clerk/RFO has recently been evaluated and the successful candidate will be employed for 5 hours per week within the salary range LC1 points 13 – 17 inclusive.

For further information and an application form please contact the locum clerk at Ighfieldparishcouncil@hotmail.co.uk.

Closing date: 3rd January 2025.