

Name of Council	Stanion Parish Council
Job Title	Parish Clerk / RFO
Vacancy Statement	Stanion Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	<p>Applications are invited from a suitably qualified, proactive individual, ideally with experience of working in a similar role. The parish clerk will be responsible for the administration of the business and finances of the council. Stanion is a small village in Northamptonshire located in between Kettering and Corby with 9 Councillors and 790 electors.</p> <p>The post includes some evening work and occasional attendance at civic functions so flexibility would be advantageous. The successful applicant would preferably have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). He or she must be computer literate, with good communication and organisational skills. Friendly and positive outlooks are essential.</p>
Salary	SCP 18 – 23 depending on qualifications and experience (£12.98 - £14.42, pay award pending)
Hours	10 hours per week to start with a view to increase dependant on workload.
Place of work	Face to face Parish Council meetings. Flexibility to work from home or office.
Please apply with CV and covering letter to: -	
Contact	Elizabeth Gilmour
Position	Chairman, Stanion Parish Council
Address	clerk@stanionpc.net
Telephone	
Closing date for applications:	2 nd August 2021 Interviews to take place in person or via Zoom w/c 9 th August 2021