



VACANCY

PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Landford Parish Council is seeking an organised, forward thinking and adaptable individual to work as Parish Clerk & Responsible Financial Officer. The Clerk will be responsible for all aspects of finance and administration of the Parish Council, and will be required to provide statutory advice and implement decisions across the complete range of Council's activities.

- Parish Council serves: Landford, Hamptworth and Nomansland
- Precept: £50,000
- Population approx. 2,700
- Assets: 2 play areas, a recreation ground, 6 bus shelters, a community hall and a small woodland
- Councillors: 9
- Staff: none

The position is part time (65 hours/calendar month) and home based. The salary is £10.16 - £11.22 per hour (depending on experience) in accordance with the current National Joint Salary Scale LC1, salary points 7 to 12.

This post provides an excellent opportunity to make a significant contribution to the life of an active community. If you believe that you are the person we are looking for, please contact us by emailing David Wilson (Chair, Landford Parish Council) at landfordrec@btinternet.com to request an Application Pack (includes the job description, person specification, information pack and job application form). The closing date for applications is 7 September 2019.