

Calverton Parish Council

The Council Room, Main Street, Calverton, Nottingham, NG14 6FG

Email parishclerk@calvertonpc.org.uk Telephone 0115 9654560

VACANCY

Calverton Parish Council

Appointment of Parish Council Clerk/Responsible Financial Officer

Applications are invited for the permanent appointment of Parish Council Clerk/Responsible Financial Officer. The duties comprise of all the administrative, legal, and financial responsibilities of a Parish Councils "Proper Officer" as defined by Statutory law and regulations.

Calverton Parish Council are responsible for two cemeteries, the upkeep of the Village Churchyard, a large Village Hall, various outdoor sporting facilities spread over two large recreational parks, two allotments sites, the Parish Office, two public car parks, public toilets and other outdoor area's

Applications would be welcome from applicants with recent experience in either Parish/Town Council work, or experience in administrative, legal and/or financial work for Local Authorities.

Hours of work 35 hours per week over five days. Applications for a job share would be considered. Salary NALC scale point 34. The ideal candidate will hold or be studying towards the CiLCA qualification.

Job description, person specification and application forms are available either by telephone to the Parish Council Office (0115 965 4560) or by email admin@calvertonpc.org.uk

Closing date for applications Friday 17 June 2022

Malcolm Plumb

Locum Parish Council Clerk