

PART TIME PARISH CLERK -SIMONSTONE

Reference No: SM01

(scp range 7 - 12 £12.63 to £13.73 per hour)

More may be available for a Candidate with exceptional experience and skills)

Part Time: 4.5 hours per week. Equivalent to 19.5 hours per month.

Simonstone Parish Council is looking for a new Parish Clerk. Situated along the A671 and A678, Simonstone has a stable resident population but is an active Council involved in social events, environmental improvements and a range of support services for residents of all ages. We are a proactive Council who work hard and promote a vibrant village community.

The successful candidate will have experience in dealing with the financial and legal aspects of Local Government and have appropriate skills to perform administrative, budgetary and personnel functions within the Council. Good organisational and I.T. skills are also essential requirements. Ideally, the candidate should hold a Certificate in Local Council Administration or be prepared to undergo training to achieve this.

This is a part time post with some flexibility on the working hours and the successful applicant will be expected to work from home as the Parish Council does not have their own office. In return, we are offering a salary in accordance with National salary scale for the National Association of Local Councils, based on the applicants's experience.

To find out more, please contact Councillor David Peat, telephone number :07538674420, email : davidpeat1@yahoo.co.uk

For an application pack , call 01200 414596 (24 hour answer phone)

Completed application forms should be sent to Mr David Peat, 1 Haugh Avenue, Simonstone, Burnley, BB12 7HZ

Closing date for applications: Thursday 28th March 2024.

Interviews will be held: 11th or 12th April 2024.