

INGLETON PARISH COUNCIL

VACANCY

PARISH CLERK

Ingleton Parish Council seeks a motivated and enthusiastic person to take on the role of Clerk to the Council and Responsible Financial Officer

Salary will be between £22,627 and £24,491(FTE) per annum, dependent upon experience & qualifications, based on working an average of 17 hours per week.

You will be responsible for the administrative and financial affairs of the Council and should possess excellent administrative, financial, IT and communication skills. You will be required to work from home and attend evening meetings within Ingleton.

Duties include acting as advisor to the Council; minute taking; compilation of correspondence; accounts and liaising with people at all levels.

A willingness to undertake training in all aspects of local authority administration is desirable.

If this post would interest you, please send a copy of your CV with a covering letter to the current Clerk to the Council via email: ingclerkpc@outlook.com or telephone: Alison Hack 015242 42391 and further details will be provided.

Closing date for applications: 12 noon on 19 June 2021