

LUDGVAN PARISH COUNCIL

Parish Clerk and Responsible Financial Officer

Salary: SCP 15-24 (£22,911 - £27,905)

Hours: 30 hours per week

Contract: Part-time

The Parish Council is seeking a highly motivated individual who has excellent organisational, leadership and administrative abilities, and a good knowledge of local government.

This is a demanding job offering plenty of variety. You will help develop and manage projects and contractors, working to deliver services to the community and ensure that the Council works within its financial and legal obligations.

The successful candidate will have, or be willing to work towards, the Certificate in Local Council Administration (CiLCA), be well organised, work productively with Councillors and have a good working knowledge and application of current relevant legislation.

The post involves working from home, whilst attending occasional evening meetings. Benefits include a contributory pension and 21 days holiday (pro rata) per annum.

For further information and an application pack, please visit our website:

<http://www.ludgvan.org>

Closing Date: Midday on Friday, 20th December 2019

Interviews will be held on Saturday, 11th January 2020