

Parish Clerk Vacancy

Walton Parish Council

Applications are invited for the above post which will be vacant from 1st January 2021. The hours are 17.5 hours per month, paid in accordance with the NJC salary scale at SCP 7, an hourly rate of £10.44. Some experience working with or for local government would be advantageous.

The successful applicant will be expected to work from home, and a laptop computer and printer will be provided to facilitate this. The Clerk will be responsible for the day to day administration of the Parish Council, to advise the Council on legal decision making, dealing with correspondence, preparing agendas and minutes, and attending Council meetings as well as liaison with other local government bodies and other partners.

The Clerk is also the Responsible Financial Officer of the Council managing all finances on a day to day basis and would be expected to prepare the financial records for audit, in accordance with the audit regulations which apply to Parish Councils.

During 2021, the Council is keen to establish a new Walton Parish Plan and the Clerk will have an important role in supporting the development of the Plan and its delivery once agreed.

If you are interested in applying for this position please provide a written application with the name, address, telephone number and email address of two referees to the Clerk no later than Friday 18th December 2020 .

Allison Riddell.
Walton PC Clerk,
Unit 2, The Old Brewery
Craw Hall
Brampton
Cumbria
CA8 1TR

or e-mail her at clerk@waltonparish.co.uk

Prospective candidates are welcome to contact the Chairperson on 07948431031 or the Vice Chair on 016977 45409 to discuss the role.