

VACANCY FOR PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER

Name of Council	Billing Parish Council (comprising the Wards of Ecton Brook, Great Billing, Little Billing and Middle (Bellinge))
Vacancy Statement	Billing Parish Council has a vacancy for a Parish Clerk and Responsible Financial Officer. Billing Parish Council is a vibrant and well organised Council situated on the eastern edge of Northampton. It comprises 14 Councillors and has approximately 7032 electors. The precept for 2020/21 was £171,240. Parish Council meetings are held on the second Monday of each month at 7.30 pm at the Bernard Weston Pavilion, Great Billing although virtual meetings, via Zoom, are being held during the current pandemic.
Requirements	Applications are invited from persons who have experience in a similar organisational role, who are familiar with local government procedures, have excellent communication skills and are computer literate. Preference will be given to applicants who are CiLCA qualified, but training will be given and the successful applicant should expect to undertake suitable training courses. The post includes some evening work and attendance at the monthly Parish Council meetings is required. A friendly and positive attitude is essential as is the ability to communicate professionally and confidently with Councillors and members of the public.
Hours of Work	20 hours per week.
Salary	Salary scale LC2 – actual spinal point to be determined based on experience and qualifications
Place of Work	Dependent on where the applicant lives this could either be at home or at the Parish Office at the Bernard Weston Pavilion, Great Billing.
Contact for Information	Please apply with CV and a covering letter, to: clerk@billingparish.co.uk Mrs S F Harris 23 Elwes Way Great Billing Northampton NN3 9EA Tel: 01604 402756
Closing Date for - Applications	31 st October 2020
<p>To find out more about the role of the Clerk, download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled 'The Essential Clerk' at http://www.northantscalc.com/uploads/essential-clerk-2016.pdf</p>	