

Parish Clerk/Responsible Financial Officer Vacancy for Clifton Campville  
with Thorpe Constantine Parish Council

Clifton Campville with Thorpe Constantine Parish Council is seeking an enthusiastic and suitably experienced person to work as its Parish Clerk and Responsible Financial Officer to start as soon as possible. This is an interesting and varied home-based role working with the Council to provide a service to the thriving and active communities of Clifton Campville, Thorpe Constantine and Haunton. The role involves advising and working with Councillors, supporting Council Meetings, and implementing Council decisions. You should have administrative experience. You must be computer literate, with a good working knowledge of Microsoft Office applications including Word and Excel. The Clerk also maintains the village website. You should have a working knowledge of basic accounting procedures. You will be required to provide a suitable home-working environment including the storage of Parish Council files and archive documents. Computer equipment will be provided. You will be offered training and support with the role. To apply, please email [ccparishcouncil@gmail.com](mailto:ccparishcouncil@gmail.com) to register interest and the application paperwork will be sent to you. Shortlisting will be based solely on the criteria set out in the person specification. Unfortunately, CVs sent with no other details will not be considered. The Salary is based on the National Joint Council for Local Government Services [NJC] Payscale and ranges from £9.02 - £12.39 per hour (depending on experience) Please email the Parish Council if you have any queries regarding the position.