

Grafton Underwood Parish Council



Clerk to the Council- Sue Cook
07825 925 210

Grafton Underwood Parish Council has a vacancy for a parish clerk and responsible finance officer.

Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The parish clerk will be responsible for the administration of the business and finances of the council.

The post includes some evening work and occasional attendance at civic functions. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.

You will be expected to work from home for 9 hours per month.

Salary scale LC1, SCP 7 - 9, £19,554 - £20,344 pa. pro rata. (£10.16 - £10.57 per hour)

Applicants are invited to submit their application by email to: clerkgupc@gmail.com by Friday 27th March 2020 with a view to commencing work on 1st May 2020.