Heyford Park Parish Council

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary within grade
(SCP 24 – 28- £34,314 - £37,938p.a.)

Part-time (10 - 12 hours per week)

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused, you will bring sound leadership, staff management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post which may involve working evenings and weekends.

Please email steve.cook@heyfordpark-pc.gov.uk for a recruitment pack and an application form.

Closing date for applications: Friday 4th April 2025

Heyford Park Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.