**Appointment of Clerk to the Council**

Woodwalton isa small parish within Huntingdonshire. The Parish Council consists of 5 councillors.

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| **Job Title** | Parish Clerk and Responsible Financial Officer |
| **Responsible To** | Woodwalton Parish Council |
| **Salary** | SCP 13 – 17*Salary will be in line with the nationally agreed pay scale, based upon experience* |
| **Hours of Work** | 20 Per Month |
| **Holiday Entitlement** | Holiday entitlement is calculated and based on hours worked per week. |
| **Working Location** | Mainly Home Based |
| **Contract Length** | Permanent |

We are looking to recruit our Clerk to the Council and we believe that it is essential the person we appoint is:

* qualified and holds the CiLCA qualification or willing to train to achieve the qualification
* self-confident in managing their relationships with people at all levels
* able to work independently and effectively
* able to manage a diverse and at times complex range of work
* able to attend bi-monthly evening meetings of the Council

Due to the nature of the work, we expect the person we appoint to work flexibly for approximately 20 hours per month*.* The actual hours of work will be subject to agreement on appointment. ***However, we anticipate this will comprise of four hours per week, between the hours of 9-5 (Monday to Friday)*** with the remaining spread to cover the requirements of Parish business and may include occasional weekend working.

A full job description and Person Specification is attached and questions concerning the role should be addressed in the first instance to the Clerk, clerk@woodwalton-pc.gov.uk

Applications to be by CV only, which should be sent by e-mail to: clerk@woodwalton-pc.gov.uk by **5pm on Friday 11th July 2025.**

It is anticipated that interviews for this position will be held during July 2025.