



EAST HUNTSPILL PARISH COUNCIL

East Huntspill Parish Council requires a new **Parish Clerk** (due to present clerk retiring) who will be contracted to work 35 hours per month. If the successful applicant is an experienced Parish Clerk then salary will be paid on the LC2 scale SCP 30-34 (starting at £11,830 gross), or on scale 26-29 if the applicant has no previous experience as a Parish Clerk (starting at £10,320 gross). Increments will be added annually until the Clerk reaches scale 34 (£13,299 gross) assuming good staff appraisals each year.

The newly appointed Clerk will need to achieve the CiLCA qualification within two years.

The Parish Clerk will work flexibly from their home office. Travel is paid at the HMRC rate of 45p per mile and the Council pays a home office allowance of £18 per month. All other agreed expenses will be reimbursed.

The successful applicant will manage the part time Village Ranger, whose tasks usefully include posting notices to parish boards as required.

The Parish Council uses an RBS accounting package to manage its finances, with the salaries outsourced to a payroll provider.

Application closing date: **30th June 2018**. Interviews: evening of 9th July 2018.

For further information please contact the current Parish Clerk as below:

Jane Moreton,
86, Church Road,
West Huntspill TA9 3RY

parishclerk@easthuntspillparishcouncil.gov.uk 01278 787740