

Name of Council	Tugby & Keythorpe Parish Council
Job Title	Parish Clerk
Vacancy Statement	Tugby & Keythorpe Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	<p>The parish clerk will be responsible for the administration of the business and finances of the council. The post includes some evening work, primarily for council meetings, and occasional attendance at relevant events.</p> <p>Applications are invited from suitably experienced persons, ideally with an understanding of small rural councils.</p> <p>The successful applicant will ideally have CiLCA (Certificate in Local Council Administration) or otherwise be prepared to obtain it. In the latter case, training will be offered and enthusiasm to learn will be seen as an essential alternative to formal qualifications.</p> <p>He or she must be computer literate, with good verbal and written communication skills and the ability to interact positively with a wide range of people. Reliability, integrity and good time management are essential.</p> <p>The post is subject to a probationary period of six months.</p>
Salary	Salary scale NALC SCP 20, (£32,076 per annum) pro rata. (Hourly rate £16.37)
Hours	20 hours per month. Some extra hours with agreement
Place of work	Work from home
Please apply by email to:	
Contact	Mrs Gail Squire
Position	Chairman, Tugby and Keythorpe Parish Council
Address	The Ramblers, Hallaton Road, Tugby, Leics LE7 9WB
Email	gailsquire47@outlook.com
Telephone	0116 2598375
Closing date for applications:	Friday, 28 th March by 5.00pm
Interview date	31.03.2025