

Salary: LC2, SCP 18-23 on NALC/SLCC scale (£15.21 - £16.67) dependant on experience and qualifications.
Hours: 16 hours per week, worked across Mon – Fri by arrangement
The post holder may also be entitled to join the NEST Pension scheme

The Council is looking to appoint an Assistant Clerk for 16 hours per week to work alongside the Clerk in this busy and expanding parish, located in the heart of the Cotswold near Bourton-on-the-Water.

The ideal candidate will be reliable, capable of working on their own initiative with minimal supervision and will have excellent communication and interpersonal skills. They will be extremely well organised and be proficient in the use of information technology including Microsoft Word and Excel. Accuracy with attention to detail and the ability to work to a high standard are also essential skills. Successful candidates must have completed their ILCA / FILCA qualification and be willing to work towards the Certificate in Local Council Administration, (CiLCA) in a timely manner if not already CiLCA qualified.

This role is flexible and involves hybrid working, the successful candidate will be required to attend monthly Parish Council Meetings which usually take place on the second Monday in the month in Upper Rissington. The role can also include attendance at ad hoc meetings as required.

Key Requirements:

- 12 months experience working within Local Government
- Able to work as part of a small team and independently
- Good working knowledge of Word, Excel, Snipe, Outlook, and social media platforms
- Organised with good communication skills
- Basic bookkeeping skills
- Excellent customer service

This is an exciting time to join the Council and help lead it's work to support the local community, as the parish goes through a period of significant change.

Upper Rissington Parish Council are committed to equal opportunities in employment.

To apply, please download the application form from our website.

If you require any further information or have any questions, please do not hesitate to contact the Clerk at clerk@upperrissington-pc.gov.uk

Closing date for applications is the 15th September 2024
Interviews will be held in September.

www.upperrissington-pc.gov.uk