

ALSTONEFIELD PARISH COUNCIL

The Clerk to the Council - Liz Court, tel. no: 01538 702077
c/o The Village Hall, Alstonefield, Ashbourne, Derbyshire. DE6 2FR
Councillors: Nick Bonsall (310262), Alan Hayes (310057), Rupert Hignett (310389)
Gordon Campbell (07919353800), Richard Butler (310620)
Carrie Osborne (310453), Rebecca McIntyre (310498)

Vacancy for Parish Clerk/Responsible Financial Officer

The Council has a great opportunity for an administrator. This is a paid position under Salary Scale LC2 (SCP 18 £24,982– SCP 23 £27,741, pro rata). The mainly home-based role will consist of approximately 3-4 hours per week but will require attendance at the Council's evening meetings which are held every 6 weeks, on Wednesdays.

The successful candidate will be computer literate. Knowledge of the workings of local government would be helpful, as would prior knowledge of the law, procedures and financial workings of a local council but training can be provided and the current Clerk will provide ongoing advice and support as needed.

Further information relating to the Parish Council can be obtained from the website www.alstonefield.org

If you wish to apply, please send a letter of application, summarising your strengths and experience in relation to this role, together with a current CV and details of 2 references by writing to Richard Butler, Alstonefield Parish Council, c/o The Village Hall or speak directly to any of the Parish Councillors. You are also welcome to chat informally to the current Clerk.