

Parish Clerk & Responsible Financial Officer, Angmering Parish Council

Hours: Full-time (37 hours pw)

Salary:

NJC (SLCC) LC3 Substantive (CiLCA) SCP (43-47) £39,002 – £42,806
NJC (SLCC) LC3 Non-substantive SCP 40 £36,153

Closing date: Friday 6th July 17:00

Interview: Week beginning 23rd July 2018

Angmering Parish is a small vibrant semi-rural community of 8,000 residents that is nestled between the English Channel and the Sussex South Downs.

Due to the current Clerk moving away from the area. The Council is seeking a new Parish Clerk – a leader and strategic thinker, with the ability to form great relationships and partnerships; an experienced manager, diplomat, persuader and negotiator; and with a passion for Angmering and its community. You will look to build on our success as an outward-looking, progressive Council, as well as grasping new opportunities to enhance our community.

Our ideal candidate will possess a strong academic background, the Certificate in Local Council Administration (CiLCA), significant experience in a management role, knowledge of local government structure and functions, and a flexibility to work during evenings and weekends.

However, if the successful candidate does not hold the [CiLCA](#) qualification, they will be expected to obtain it within 1 year of taking post, their salary will then move to the substantive banding.

In return we can offer a competitive salary, the highly valued Local Government Pension Scheme, and flexible working hours.

For more information and an informal discussion, contact Parish Chairman, Councillor John Oldfield 07850 731894 or email john.oldfield@angmering-pc.gov.uk

The application form and job details are available on www.angmeringparishcouncil.gov.uk