



Itchen Valley Parish Council

Part time (20hrs pw) Parish Clerk/Responsible Financial Officer (RFO)

Salary up to £29K (Pro rata) dependant on experience

We are seeking a replacement for our current Clerk who is retiring in Dec 18. We require an enthusiastic and skilled administrator to support the Council in this vital role; this is an opportunity to be involved in local issues and to work largely from home. You need good admin, IT and book-keeping skills in addition to strong communication and interpersonal skills. Previous knowledge/experience of the work and a CILCA qualification is desirable and an interest in local affairs is essential.

A full Job Description & Person Specification can be obtained by contacting the Clerk (details below).

Please contact Yvette Riley, Chairman of the Finance Committee, for an informal discussion on Tel. 01962 779177.

All CV applications with a covering letter should be sent by the 15th November 2018 to Mr Alan Weaver at Clerk@Itchenvalleyparishcouncil.org.uk

Interviews will take place the W/C 19 November 2018.