

ORTON LONGUEVILLE PARISH COUNCIL

**PARISH COUNCIL CLERK AND
RESPONSIBLE FINANCIAL OFFICER**

The Parish of Orton Longueville is an extensive urban parish lying in the South West of the Peterborough unitary authority area. Included within the parish boundaries are the Ortons Longueville, Malborne, Goldhay (part of).

The Council is seeking to appoint a committed and enthusiastic person to fill the post of part-time Parish Clerk and Responsible Financial Officer working from their home.

Ideally applicants must be able to demonstrate that they have experience in administration, financial accounting and budgeting. Preferably they should have a working knowledge of local government law and procedures, or show they have the potential and willingness to learn with training. Unless already qualified the successful applicant will be expected to study for and obtain the Certificate in Local Council Administration (CiLCA).

Hours of work are nominally 30 per month, including evening meetings, although the nature of the role means that flexibility is essential as the hours may vary from month to month. Any additional hours will be paid at normal rates. The salary will be at the current NALC Scale LC2 (SCP 19) at £13.24 per hour.

Application information packs can be obtained by contacting the current Clerk by email: clerk@ortonlongueville-pc.gov.uk or by telephone on 01733 346483

Application by CV and covering letter should be submitted by email to clerk@ortonlongueville-pc.gov.uk or by post to: The Clerk, Orton Longueville Parish Council, 46 Oakdale Avenue, Stanground, Peterborough PE2 8TA

Closing Date for applications: Friday 29th October 2021

Interviews: w/c 1st November 2021

Expected Start date: December 2021