

Vacancy for a Parish Clerk – Part Time
**8 hours per week starting on Scale SPC 23 – 25 - £22,462 - £23,836 pro-rata**

Whitehouse is a vibrant new community situated in the new West Milton Keynes expansion area, close to Stony Stratford and five minutes from the A5. Whitehouse is a new development that is in its infancy and will eventually house over 4200 families. The development plan includes a small retail centre and a Local Service Centre provides many of the facilities and infrastructure required by the surrounding community.

The Whitehouse Community Council is seeking to appoint a highly motivated, self-starting and proactive Parish Clerk with the relevant experience and qualities to be able to undertake the varied responsibilities of this key position. The role is part time and will require a flexible approach to working hours to fit in with the business of the Community Council. The successful candidate will be expected to demonstrate leadership, administrative, IT, financial and interpersonal skills. They should have a high level of computer literacy, together with an ability to forge strong partnerships within the community and business sectors. The successful candidate will manage the Community Council’s statutory requirements in accordance with best practice standards and ensure the effective implementation of Community Council decisions and adhere to the duties of the *responsible Financial Officer*. The successful candidate should have sound knowledge of current local government legislation and governance along with experience of working with Council members and its Committees. Ideally, candidates will hold a Certificate in Local Council Administration (CiLCA) or be prepared to achieve it within 18 months.

The role is mostly homeworking, however, access to a computer, printer and the internet will be made available. An average of 8 hours per week applies to the post. Any additional hours will be paid as overtime at normal rates. Some evening work is involved.

The salary will be within the **NALC/SLCC Scale SPC 23 – 25 - £22,462 - £23,836 pro-rata** to the number of hours worked and subject to experience and qualifications.

**To apply, please submit your current C.V and covering letter by email to:**

**Cllr Eileen Tait at
Recruitment.Whitehouse@gmail.com**

The closing date for receipt of applications is **September 11th 2020**. Interviews are likely to be conducted from week commencing **14th September 2020 (virtually)**