



**Horden Parish Council**

## **Deputy Clerk & Finance Officer**

Salary Range - £31,099 to £34,723 per annum (pay award pending)

Spinal Column Range – 24 to 28

37hrs per week to include evening meetings and occasional weekend events

Membership of the Local Government Pension Scheme and Occupational Sick Pay covered by the National Agreement for Local Government Services

The Council is seeking to recruit a full time Deputy Clerk and Finance Officer to work with our experienced Clerk who works part-time. You will have significant experience in administration and finance, with a preference for experience in local government, and be ready to progress to the next stage in your career. Ideally, we are looking to create a successor for our Clerk.

The successful candidate is likely to be a proficient organiser, have people management skills, an ability to organise and direct their own work and to work in a constructive and collaborative manner with councillors, staff and the local community.

An application pack can be requested by emailing [clerk@horden-pc.gov.uk](mailto:clerk@horden-pc.gov.uk) or phoning our office on 01915180823.

The deadline for applications is **9am on Monday 24<sup>th</sup> April 2023** with first stage interviews expected to be held week commencing 1<sup>st</sup> May 2023.

Should you wish to have an informal discussion please contact Mrs Sam Shippen, Clerk to the Council (Monday, Thursday or Friday) on the phone number above.