



***Longwick-cum-Ilmer
Parish Council***

Clerk and Responsible Finance Officer to
Longwick -cum-Ilmer
Parish Council.

This is a part- time role of 10 hours a week within the salary range of
SCP13- 17 £22,021 - £23,836 pro – rata.

Longwick -cum-Ilmer Parish Council is seeking a person, who is an organised and committed individual, to undertake this part-time role for the administration, organisation and management of the Council Services as well as acting as the Council's Responsible Financial Officer.

The Council normally meets on the 3rd Tuesday of each month, in the evening, with occasionally extra meetings as required, while the rest of the work will be done from home. A computer and printer will be provided.

This role may suit either an existing Parish Clerk looking to work for more than one Council, or a newly qualified Clerk. In both cases, they should either possess or be willing to obtain, within a period of 2 years the Local Council Administration Qualification.

The Parish of Longwick-cum-Ilmer Parish in Buckinghamshire consists of Longwick, Ilmer, Owlswick, Meadle, Little Meadle and part of Horsenden.

The position will be available at the beginning of September 2020.

If you are interested in applying for this position, please contact Val McPherson by email valthewillows@aol.com or 07815144691

Closing date is Monday 10 August 2020

Interviews w/c 17 August 2020.