



16 June 2021

Dear Sir / Madam

Vacancy for Clerk to the Council and Responsible Financial Officer (RFO)

Thank you for your interest in this vacancy. Please find attached the links to the following documents:

[An introduction to the Parish](#)

[Job Description](#)

[Person Specification](#)

[Application Form](#)

[Privacy Notice](#)

[Safeguarding Statement](#)

Alternatively, the links to access these documents can be found on the Parish Council's website www.towednackparishcouncil.gov.uk. On the website there is an Application Form saved as a word document that can be downloaded for completion electronically.

Please note this is a part-time post working 10 hours per week. Monthly meetings are held on the last Tuesday of the month and the actual pattern of work has some flexibility, and a work pattern would be agreed on appointment to meet the operational demands of the Council.

The salary for the post is in accordance with the nationally recommended levels on the Local Government Spinal Column Points SCP 12-19 (£11.53 - £13.24 per hour). The starting rate will be dependent on qualifications and experience. Subject to satisfactory performance, progress through the increments will be in April each year until the maximum for the scale shown above is reached. Annual leave is 21 days per annum plus public holidays and two additional statutory days, and all leave is pro rata for part-time working.

The closing date for applications is noon on Monday 28th June 2021. We anticipate holding interviews in the week commencing 5th July 2021. All applications must be returned via email to clerk@towednackparishcouncil.gov.uk.

Yours faithfully

Judith Evans

Chairman to the Council