

HURWORTH PARISH COUNCIL – VACANCY

Clerk/Responsible Financial Officer to the Council

Applications are invited from individuals with experience in Local Government administration, finance and funding arrangements. The successful applicant will provide wide-ranging professional support to facilitate the Council's statutory duties and other functions. Strong interpersonal and IT skills are essential, as is a proactive, flexible and well organised approach.

The successful applicant will be expected to hold or achieve the Certificate in Local Council Administration and support the Council in achieving Quality Council status.

Salary within scale LC1, SCP18-25 £17,161 - £21,519 pro rata 12 hrs per week (flexible).

Applications by CV, including two references, to The Clerk, Hurworth Parish Council, Hurworth Grange, 41, Hurworth Road, Darlington, DL2 2BN by Noon Wednesday 15th December 2010 or by e-mail to enquiries@hurworthparishcouncil.org.uk.

Interviews to be arranged on a mutual basis with a view to an appointment early in 2011. Interviews to be held at Hurworth Grange.

For further information on Hurworth Parish Council visit the website;

<http://www.hurworthparishcouncil.org.uk/>