

**GEDDINGTON, NEWTON & LITTLE OAKLEY PARISH  
COUNCIL**

**VACANCY – PARISH CLARK / RESPONSIBLE  
OFFICER**

Geddington, Newton & Little Oakley Parish Council has an immediate vacancy for a Parish Clerk/Responsible Financial Officer. The job is for approximately 4 hours per week, working from home and flexible to include one evening meeting per month (second Monday).

The Parish Council is made up of 3 wards, representing the villages of Geddington, Newton and Little Oakley in Kettering Borough. The successful candidate will hold or be studying for the CiLCA qualification. Pay is LC1 18 (£9.01 per hr), or 19 (£9.34 per hr) if CiLCA qualified.

Duties are the usual for the role, including administering, attending and recording monthly council meetings, maintaining the financial records and reporting thereon, managing compliance with statutory returns, required policies, etc., and generally supporting the council.

The starting date will be as soon as possible.

Further information may be obtained from Mark Rowley at:  
markrowley65@gmail.com or telephone: 01536 744302.

Please apply in writing with curriculum vitae to:  
Mark Rowley  
Chairman  
14 Grange Road  
Geddington  
Northamptonshire  
NN14 1AL

Closing date for applications is Friday 4 July 2014.