

Job Vacancy

Parish Clerk and Responsible Financial Officer

Murton Parish Council

The Glebe Centre,
Durham Place,
Murton, Seaham,
Co. Durham. SR7 9BX.

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Clerk of the Council: Lesley Armstrong P.I.L.C.M.

Website: www.murtonparish.org.uk



Details

Working Arrangements: 30 hours per week (Flexible)

Salary Grade: LC2 (Substantive)

Salary Range: £23,181 - £26,130 per annum (30 hrs per week)

Spinal Column Range: 24 to 28

Application deadline: 30th November 2021

Summary

The village of Murton is situated in East Durham, it is a former mining community with a population of circa: 8000 working alongside 16 councillors all with support of a workforce of 5 staff members. You will be responsible as their chief officer for providing effective leadership and management of staff, services and facilities. The council manages a budget of £740,000, with a precept of £311,000.

The Council is seeking to recruit an experienced Parish Clerk/Responsible Financial Officer, however anyone with significant experience in local government environment and is ready to progress to the next stage in their career will be considered.

The successful candidate is likely to be a highly proficient organiser, have strong management skills, financial background, a demonstrable record of achievement and ability to work in a constructive and collaborative manner with councillors.

It is hoped that the successful applicant will be able to commence employment by the beginning of January 2022. Should anyone wish to have an informal discussion please contact Lesley Armstrong (Monday to Thursday) on phone number above