**PARISH CLERK VACANCY**

Broughton is a semi-rural parish on the edge of the Preston.  It has seven Parish Councillors and in 2018 completed its Neighbourhood Development which it is currently refreshing.

The Parish Council is looking for a **Parish Clerk and Responsible Financial Officer.** The person appointed will be a good communicator and organiser, computer literate and comfortable using Quickbooks, Word and Excel.

The ideal candidate will hold the Certificate in Local Council Administration qualification (CiLCA) or be prepared to work towards it.

The post is 14 hours weekly working flexibly from home and at the Toll Bar Cottage one day a week.

The salary will be in accordance with the National Joint Council (NJC) dependent on qualifications & experience.

For further details please contact the chair of the Parish Council Pat Hastings on 07803034238 or email chair@broughtonparishcouncil.org.uk.

Applications to be made by sending a CV and covering letter to the chair of the Parish Council by 12th April

 