

# **Northop Community Council**

## **APPOINTMENT OF A CLERK AND FINANCE OFFICER (PART-TIME)**

Northop Community Council invite applications for the part-time post of Clerk and Finance Officer. The post is for 12 hours per week on a pro rata salary based on the new Local Government Salary Scales points 11-18 (formerly SCP 21-25) ranging from £21,589 to £23,836. A quarterly home working allowance of £54 is also payable.

Applications are invited for the above post which will become vacant on 1 July 2019.

Copies of the Job Description/Person Specification and Application Form are available on the Council's website at [www.northopcc.org.uk](http://www.northopcc.org.uk) or from the current Clerk and Finance Officer.

Persons wishing to apply for the position of Clerk and Finance Officer should complete the application form and return it to [clerk-northopcc@hotmail.co.uk](mailto:clerk-northopcc@hotmail.co.uk) or:

The Clerk and Finance Officer  
Northop Community Council  
12 Penymaes  
Mynydd Isa  
Mold  
Flintshire  
CH7 6YL

The closing date for submission of applications is 23:59hrs on Sunday 14<sup>th</sup> April 2019.

Applicants are invited to contact the current Clerk and Finance Officer, Mrs. Gwen Smith, on 01352-754961, should they require any further information regarding the post.