

VACANCY FOR FULL TIME CLERK & RFO – ICKLESHAM PARISH COUNCIL

Icklesham Parish Council is one of the larger Parishes in Rother District. The Parish serves the village of Icklesham, the coastal villages of Rye Harbour and Winchelsea Beach as well as the Ancient Town of Winchelsea. It is on the cusp of exciting changes, one of which will be the provision of a Parish Office. Applications are invited for a confident and energetic person to work up to 37 hours per week as Responsible Financial Officer and Clerk to deal with the important administration of the Parish. It is a large diverse area which means that we provide local facilities for each of the communities and maintain those facilities. Our preferred option would be to appoint a CilCA qualified Clerk, however we will consider others prepared to achieve that level, but they must be car owners with a clean current full licence and have excellent office and IT skills including Microsoft 365.

Salary NJC scale LCA 24-28 (£28,672 - £32,234) depending on qualifications and experience.

Applicants should apply by downloading the Application Form on our website, completing, and emailing to ickleshampc@hotmail.co.uk. We will also require two excellent references.

(The closing date for applications is 18th July 2021.)