

EAST BRIDGFORD PARISH COUNCIL

VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Applications are invited for the post of Clerk and Responsible Financial Officer to this very active Parish Council, which meets on the evening of the first Monday of each month.

The duties require considerable organisational skills and the ability to manage financial matters, in addition to advising Councillors and leading the small team of employed Officers. Hence, relevant experience would be a significant asset.

The job is home-based and IT equipment will be supplied. The working hours are flexible and currently average 50 hours per month.

Salary LC2 (18-23), the new points range in effect from April 2019, starting point according to qualifications and experience

If you would like to apply for this interesting and varied role, please request an application pack by e-mail, at clarkephilipa@gmail.com. If you would like an informal discussion prior to application, contact Phil Clarke, Chairman, on 01949 20822

CLOSING DATE FOR APPLICATIONS – 5pm on FRIDAY 1ST FEBRUARY 2019