

**EAST BRIDGFORD PARISH COUNCIL**

**ADVERTISEMENT: 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 currently meets on the evening of the second 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 from a minimum of 50 to 60 hours per month.

Salary within the scale LC2, starting point negotiable depending upon 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](mailto: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 TUESDAY 4<sup>th</sup> May 2021  
INTERVIEWS PROVISIONALLY SCHEDULED FOR WEEK BEGINNING 10<sup>TH</sup> MAY**