

JOB ADVERTISEMENT

Snarestone Parish Council

Has a vacancy for Parish Clerk / Responsible Financial Officer
5 hours per week (days/times flexible when required)

Salary: NJC Salary Point 11 - £21,166 (pro rata)
Actual Pay - £5,148 p.a equivalent to £11.00 (per hour)

We are a friendly enthusiastic Council, who are keen to make a positive difference to our Parish. We have lots of ideas and are looking for a Parish Clerk/Responsible Financial Officer to support in the efficient running of the Parish Council.

As well as being friendly, enthusiastic, well organised and calm, we are looking for someone who:

- has excellent people skills, including the ability to work with Councillors, members of the public and third party organisations
- is proficient with the use of email, Microsoft word, excel and powerpoint
- is an accurate record keeper, well organised and able to meet deadlines
- will, with appropriate training be able to deal with the day to day management of the Parish Council including updating the website
- can identifying funding opportunities and help prepare bids for grants funding
- with training and support, ensure the smooth running of the Parish Council and suggest new ideas or working practices
- will undertake any other duties as may be reasonably required from time to time and which may involve additional evening or daytime meetings

The job is carried out from home and come with the necessary equipment of laptop and printer.

Please contact Annie Callingham, via phone or email (see below) if you would like to know more about Snarestone Parish Council, the job or would like an application form.

The closing date for return of applications is **Friday 9th April 2021**. Evening interviews will be held during the week of **19th April 2021**.

Please send applications to:

Annie Callingham
Clerk, Snarestone Parish Council
1, The Green, Newton Burgoland, Coalville, LE67 2SS
07989 395285
clerk@snarestoneparishcouncil.org.uk