

**BOTTESFORD
PARISH
COUNCIL**



Working With You, For You

E-mail clerk@bottesfordpc.org.uk

Parish Clerk
Parish Office
The Old School
Grantham Road
Bottesford
NG13 0DF

01949 222478

May 2018

BOTTESFORD PARISH COUNCIL

Has a vacancy for a Parish Clerk and Responsible Finance Officer.

Salary Scale LC2 SCP 26 to 29 £23866 dependent on experience pro rata plus Local Government Pension Scheme.

26.5 hours per week

Applicants must have:

- Knowledge of the requirements of the Council and its services
- Be a competent administrator with excellent IT and financial management skills, preferably with Local Government knowledge
- Ability to manage the Council's office and its contractors
- Be able to work on their own initiative and to manage the Parish Office at set times for public access
- Excellent people skills, including the ability to work with Councillors, members of the public and on occasions the local media
- The post includes some evening work and attendance at 12 meetings over the course of the year.

Working 26.5 hours per week, the successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration)

Interested Applicants need to email (heathershephard9@gmail.com) or telephone Cllr Shephard to request an Application Pack .

THE CLOSING DATE FOR RETURN OF APPLICATIONS IS 30 MAY 2018.

INTERVIEWS WILL BE BETWEEN 4 AND 8 JUNE 2018 IN THE PARISH OFFICE, BOTTESFORD.

Please submit applications to: Clerk, Parish Office, Bottesford (as above).

For further details, please contact Cllr Shephard 07947159493 or Councillor Donger 07970 838894