

MOUNTSORREL PARISH COUNCIL

Parish Clerk and Responsible Financial Officer Vacancy – 37.5 hours per week

Based at our offices: 2a Little Lane, Mountsorrel, Loughborough, LE12 7BH

Salary: Salary scale in accordance with NJC scales.

LC2 24-28 - £28,672 - £32,234

Mountsorrel Parish Council is looking to appoint a Clerk and Responsible Financial Officer to the Council with drive, determination and organisational skills to manage a varied workload, including support and project management of major new projects within the village.

In addition to managing staff and the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement aims and objectives of the council. The successful candidate will have excellent management and communication skills enabling them to work effectively with Officers, Councillors, the local community and external partners.

This post requires a proven track record in finance, administrative and organisational/project management, as well as excellent IT and communication skills, and a requirement to attend regular evening Council meetings.

Applications are invited from suitably qualified persons who already hold the Certificate of Local Council Administration (CiLCA)

For an application form, Job Description and person specification, write to the above address, telephone Parish office on 0116 2303809 or email: clerk@mountsorrelparishcouncil.co.uk

Closing date for applications is: 4pm on Friday 4 December 2020