



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 (dependent upon experience)

Mountsorrel Parish Council is an ambitious and outcomes focussed Council which has seen impressive growth over recent years, including initiating and delivering a number of sizeable projects. We are now seeking a new Clerk to help us consolidate upon this growth, including delivering the recommendations of our recent Governance Review before we enter the next period of our development.

As well as being the Proper Officer and Responsible Financial Officer to the Council, the successful candidate will also have considerable management responsibility for the council's services, facilities, and staff. We are looking for a candidate with the necessary natural leadership and organisational skills, drive and determination to manage a varied workload, including support and project management of major existing and new projects within the village.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors and stakeholders to plan and implement aims and objectives of the council, providing strategic leadership to the Council as a whole. 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 and project management, as well as excellent IT and communication skills, and a requirement to attend regular evening Council meetings.

Applications are invited from suitably experienced and qualified persons who already hold or are willing to work towards 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 Monday 21st December 2020