

Wysall and Thorpe in the Glebe Parish Council

**Appointment of Clerk to the Council &
Responsible Financial Officer**

£23,000 pa pro rata for p/t hours (LC1-13 upwards, commensurate with experience)

We are seeking to recruit a Clerk with good administrative, IT (including Excel spreadsheets and web posting) and financial skills (basic accounting and budget management). The successful applicant will also relish challenges, show initiative and have strong interpersonal and communication skills.

This part time post (26 hours per month including holiday pay) involves approximately 2 hours evening attendance in the village hall from 7.15 on the first Tuesday of each month, with the remaining office hours to be worked from home; timings negotiable. Candidates holding CiLCA are welcomed, however applicants with other relevant qualifications and experience will also be considered and the necessary training and professional support provided

Please email the chair of the parish council, Mrs Carolyn Birch, with a copy of your CV, for a recruitment pack and application form.

carolynbirch1960@gmail.com

Closing date for applications: 13th June 2022