

## **VACANCY**

### **CLERK TO SWANNINGTON PARISH COUNCIL**

Due to the impending retirement of the present Clerk, Swannington Parish Council is seeking to recruit a new Clerk and Responsible Finance Officer, to administer and organise parish business

Applicants should have:-

- \*Knowledge of Local Council business and the services it provides.
- \*Be a competent administrator with excellent IT and financial skills
- \*Be able to work on an individual basis but also have some supervisory experience .
- \*Have the knowledge to prepare agendas for the Parish Council meetings each month, and record Council minutes
- \*Have excellent people skills, the ability to work with Councillors and be responsible for organising bookings for the Village Hall and preparing invoices each month as well as other Council banking responsibilities

Working around 35 hours per month, the successful applicant must be willing to attend evening Council meetings (11 per year,) and be prepared to organise and attend extra-ordinary meetings where necessary. Salary to be agreed in line with SLCC rates.

To discuss the position in more detail please contact the present Clerk or any members of the Parish Council, details of which are on the Swannington Parish Council website.

Closing date for applications is 11<sup>th</sup> October 2019 and interviews will be held as soon as possible after this date.

Interested applicants should submit a C.V and covering letter to the Parish Council Chairman, 3 Station Hill Swannington, LE67 8RJ, or via e-mail to [dh74@aol.com](mailto:dh74@aol.com)