

## MARSTON SICCA PARISH COUNCIL

### Vacancy for

#### PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER (part-time)

5 hours per week (days/times flexible when required)

Salary: NJC Salary Point 21 - £19,939.00 pro rata + Pension Scheme  
Actual Pay - £2,696.20 p.a equivalent to £10.37 per hour

We are a friendly enthusiastic Council, who are keen to make a positive difference to our Parish. We have lots of ideas and are looking for a Parish Clerk/Responsible Financial Officer to support in the efficient running of the Parish Council.

As well as being friendly, enthusiastic, well organised and calm, we are looking for someone who:

- has excellent people skills, including the ability to work with Councillors, members of the public and third party organisations
- is proficient with the use of email, Microsoft word, excel and powerpoint
- is an accurate record keeper, well organised and able to meet deadlines
- Will, with appropriate training be able to deal with the day to day management of the Parish Council including updating the website
- is responsible for placing notices on all village noticeboards
- is responsible for placing Council notices in the village newsletter
- can identifying funding opportunities and help prepare bids for grants funding
- with training and support, ensure the smooth running of the Parish Council and suggest new ideas or working practices
- will undertake any other duties as may be reasonably required from time to time and which may involve additional evening or daytime meetings

The job is carried out from home and the successful candidate may be expected to start working towards obtaining CiLCA (Certificate in Local Council Administration) if it is felt to be necessary in the future and once they have completed the initial 6 month training and probationary period.

Please contact Councillor Mike Hillier, via phone or email (see below) if you would like to know more about Marston Sicca Parish Council, the job or would like an application pack.

The closing date for return of applications is Friday 2<sup>nd</sup> June 2017, interviews for this post will be held week commencing 12th June.

Please send applications to:

Mike Hillier Marston Sicca Parish Council  
White House  
Wyre Lane  
Long Marston  
Warwickshire CV37 8RQ  
Mobile 07585 900389, email: [mikehillier@btinternet.com](mailto:mikehillier@btinternet.com)

Posted 8<sup>th</sup> May 2017