

CLERK and RESPONSIBLE FINANCIAL OFFICER

Salary to be agreed dependant on experience, in the range
NJC SCP 19-23 (£25481 - £27741) pro rata at 9 hours per week

Overseal Parish Council with 10 Parish Councillors is a busy Parish with responsibility for the Village Hall and a second community building, football pitches and sports changing rooms, play area, recreation ground, public toilets and two allotment sites.

Applicants must have:

- knowledge of the requirements of the Council and its services
- be a competent administrator with excellent IT and financial management skills, preferably with parish council experience
- be able to work on their own initiative
- supervisory skills and experience of line managing a small workforce (Overseal employs a Caretaker and two part time Litter Pickers)
- excellent people skills, including the ability to work with Councillors, members of the public and other local authorities' staff and Members.
- Certificate in Local Council Administration (CiLCA) preferred, or be willing to work towards the qualification

Working 9 hours a week from the mainly from home, but also from an office in the Village Hall when the current restrictions permit, the successful applicant must also be willing to attend evening council meetings (12 per year) plus occasional other meetings and events as and when required.

Candidates must submit a CV and a letter of application to the Clerk at the address given below. A Job Description is available on request.

The closing date for return of applications is 12 noon on 11 January 2021.

Submit applications to:

Mr J E White
Clerk to Overseal Parish Council
19 Pennine Way
Ashby de la Zouch
Leicestershire
LE65 1EW

email: clerk@overseal.org