

**ESSENDINE PARISH COUNCIL**

**VACANCY**

**PARISH COUNCIL CLERK AND  
RESPONSIBLE FINANCIAL OFFICER**

**Salary £11.08 per hour**

**Part-time (4 hours per week) Home Based**

If you have a genuine interest in helping our forward thinking and energetic Parish Council, have a familiarity with Essendine and its surroundings and wish to develop and deliver timely, quality and innovative services to the local community, this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA), highly motivated, enthusiastic and community focused, you will bring sound leadership, and contractor management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer nationally based terms and conditions of employment for this part time post which involves some evening meetings. Working from home you will be required to attend some meetings in Essendine during the day and evening.

**Please email Trevor Burfield at [trevor@essendinepc.org.uk](mailto:trevor@essendinepc.org.uk) for a recruitment pack and an application form.**

**Closing date for applications: 17th January 2021**

Essendine Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.