



WOLVEY
PARISH COUNCIL

The Old Post Office, Wolds Lane, Wolvey
Hinckley, Leicestershire, LE10 3LL

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WOLVEY PARISH COUNCIL (Warwickshire) **Vacancy for a Part-time Clerk/Responsible Financial Officer**

SALARY: £9.900 to £12.317 per hour (spinal column points 20-27) dependent on qualifications and experience.

Due to the retirement of the present Clerk/Responsible Financial Officer, the Council seeks to employ a replacement Clerk on a part-time basis for 12 hours per week . There is some flexibility in the management of the hours and additional hours may be necessary to manage the administration during busy times. These will be paid at the normal hourly rate.

The Council does not have an office so the Clerk will be expected to work from home and provide some document storage, for which an allowance will be paid. A computer, hard drive , printer and office sundries will be provided, as will a telephone.

The post will combine the roles of Clerk and Responsible Financial Officer, requiring a good knowledge of local government administration, legislation and accounting practices. Entry salary point will depend on qualifications and experience.

Ideally, the successful candidate will already hold the Certificate in Local Council Administration (CiLCA) or equivalent qualification . But, consideration will be given to candidates willing to undertake study for this qualification, to enable the Council to apply for re-accreditation for Quality Status.

Closing date for application is 17.00 hours on Friday, 16th January 2015.

To commence on 1st March with a 3 month overlap with the present incumbent.

For more information please contact the Parish Clerk.

To apply please send:

- Your CV outlining experience and qualifications
- Your name and contact details of 2 referees
- Covering letter explaining why you are interested in the post and the skills you will bring to the post

To: The Parish Clerk, The Old Post Office, Wolds Lane, Wolvey, Hinckley, Leics., LE10 3LL

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