**JOB ADVERTISEMENT**

**Packington Parish Council**

Has a vacancy for Parish Clerk / Responsible Financial Officer

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

Salary : NJC Salary Point 22 - £31,364 pro rata

Actual Pay - £8,476p.a equivalent to £16.30 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
* 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 period.

Please contact Chris Miles, via phone or email (see below) if you would like to know more about Packington Parish Council, the job or would like an application pack.

The closing date for return of applications is Friday 11th October, interviews to be held in the week commencing 14th October.

Please send applications to:

Chris Miles (Chairman)

Packington Parish Council

14 Babelake Street

Packington

Leicestershire

LE65 1WD

Email to: chmilesppc@gmail.com

Tel: 07856 179485