

SHEARBY PARISH COUNCIL

APPOINTMENT OF

Part-time CLERK/RESPONSIBLE FINANCIAL OFFICER

(Initial 6 month contract)

4hrs per week on agreed National Scale

We are a new Council wanting to continue the strong local focus of our village. If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community and work towards Quality Parish Status 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 CiLCA), highly motivated, enthusiastic and community focused, you will bring sound leadership, management, administrative, communication, IT, financial and organizational skills and be flexible in approach and able to meet deadlines.

We will offer excellent national based terms and conditions of employment.

Please email CV and letter of application to

Jane Vann (Chair of Parish Council) at jh100@hotmail.co.uk

Closing date for applications: 6 o'clock Thursday 30th May 2013.

From: [jane henderson](#)

Sent: Sunday, June 02, 2013 6:31 PM

To: [Phillip Baidon](#)

Subject: Post of Clerk to Shearsby Council

Dear Philip

It was very good to meet you on Friday.

We are pleased to offer you the post and look forward to working with you.

It is an exciting time for the newly formed Shearsby Parish Council, we hope you will help to guide us through the processes as we develop the councils work.

I will be in touch to make a date for us to go through some of the Parish Meeting papers and our new banking arrangements as soon as I can.

Thanks again for your time.

Kind regards

Jane Vann

Chair of Shearsby Parish Council