



**UPPER BROUGHTON
PARISH COUNCIL**
Serving a Conservation Village

Clerk to the Parish Council, Jo Cartmell, 25 Harles Acres, Hickling, Melton Mowbray, Leics. LE14 3AF
Tel: 01664 822866 Email: upperbroughtonpc@gmail.com

Vacancy

Upper Broughton Parish Council Position: Parish Clerk and Responsible Financial Officer

Hours: 4 Hours a week.

Salary: NJC Scale LC1 (7-12) published 1 April 2019 (£19,544 to £21,589) per annum pro rata (£10.41 to £12.45 per hour) – depending on experience and qualifications) Mileage for travel to and from meetings paid at HMRC rates.

Start date: January 2021 (possibly sooner)

Upper Broughton Parish Council is looking for an enthusiastic and community-minded Parish Clerk and Responsible Financial Officer who has a flexible attitude towards work. The role comprises of managing day-to-day business of the Parish Council, providing guidance to Councillors, ensuring compliance, maintaining financial records and policies and procedures, handling correspondence, ensuring transparency of Council affairs through accurate minute-taking and updating of the Parish Council website. The Parish Clerk will also be required to provide support with matters relating to Parish Council assets.

Skills required Basic bookkeeping, excellent written and verbal communication skills, organisation and attention to detail. Completion or progress towards Certificate in Local Council Administration (CiLCA) is desirable but training and support will be provided, as required. More information or a job description, please contact The Clerk: Jo Cartmell. upperbroughtonpc@gmail.com

To apply, please email letter of application and CV to: Closing date for applications is 27th November 20.