

# VACANCY FOR PARISH CLERK

<b>Name of Council</b>	<b>Sharnford Parish Council</b>
<b>Job Title</b>	Parish Clerk and Responsible Financial Officer
<b>Vacancy Statement</b>	Sharnford Parish Council has a vacancy for a parish clerk and responsible finance officer.
<b>Requirements</b>	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be an alternative to formal qualifications. The parish clerk will be responsible for the administration of the business and finances of the council. The clerk will be responsible for the management and operation of Sharnford Cemetery.</p> <p>The post includes some evening work and occasional attendance at civic functions, including attendance at meetings of other relevant organisations as required. The successful applicant would be expected to attend training sessions as and when necessary. He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p> <p>Ideally the successful candidate will live within a 5-mile radius of Sharnford.</p> <p>Office equipment is available to support this role.</p> <p>Contact Mike Shirley for Job Description.</p>
<b>Salary</b>	Salary scale LC1, SCP 23, £11.275p per hour
<b>Hours</b>	Estimated to be 40 hours per month
<b>Place of work</b>	Work from home.
<b>Please apply in writing to: -</b>	
<b>Contact</b>	Cllr Mike Shirley
<b>Position</b>	Chairman, Sharnford Parish Council
<b>Address</b>	<p>1, Holyoak Drive Sharnford Leicestershire LE10 3QA</p> <p>Email: <a href="mailto:mike.shirley@sharnfordparishcouncil.co.uk">mike.shirley@sharnfordparishcouncil.co.uk</a></p>
<b>Telephone</b>	07539 994707
<b>Closing date for applications:</b>	28 <sup>th</sup> February 2020