



HECKINGTON PARISH COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

SALARY: £35,745-£40,221 per annum (pro rata)

HOURS: 30 hours per week

The Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. You will need to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management.

The post is 30 hours per week but additional hours may be required up to full time.
Evening meeting attendance is required.

Please email heckingtonparishcouncil@outlook.com for an application form.

Closing date for applications: Friday 8 November 2024 at 5pm

Heckington Parish Council Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.