



ECCLESFIELD PARISH COUNCIL

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Ecclesfield Parish Council Vacancy – Part-time (25 Hours) Parish Clerk & Responsible Financial Officer (RFO)

A vacancy has arisen for a Parish Clerk and RFO to Ecclesfield Parish Council. We are seeking a suitably experienced person with a wide variety of skills. The post would probably suit someone who has previous experience in management within local government. The successful applicant will preferably hold the CiLCA qualification or be willing to undertake the relevant training. This is a post of 25 hours per week with the benefit of flexible working (Council, Planning and Finance meetings in the evenings) and a pro rata salary in accordance with the new NJC scale 31-35 (£33,799-£37,849) dependent upon experience and qualifications.

The Clerk will also act as the Council's Responsible Financial Officer, therefore financial acumen will be essential, as well as Leadership and Communication skills. The Parish of Ecclesfield has approximately 40,000 residents and its Parish Council has 15 Councillors.

An application pack containing Job Description, Person Specification and details of where to send your application can be obtained by writing to, telephoning or emailing Ecclesfield Parish Council, The Council Offices, Mortomley Lane, High Green, Sheffield, S35 3HS. Telephone 0114 2845095. The e-mail address for all applications and correspondence regarding the post is admin@ecclesfield-pc.gov.uk

Closing date for applications is 4th September 2020 at 5.00pm with interviews to be held on Tuesday 22nd September 2020. The successful candidate will be expected to give a presentation to the Full Council on 1st October 2020.

Previously interviewed candidates need not apply.

