

**THORPE SALVIN PARISH COUNCIL  
PART TIME CLERK / RESPONSIBLE FINANCIAL OFFICER**

Thorpe Salvin Parish Council with a team of 5 Councillors is located on the boundary of South Yorkshire with Nottinghamshire and Derbyshire. We are now seeking to recruit a part-time Parish Clerk / Responsible Financial Officer.

Working from home, the Clerk / RFO is responsible for the day-to-day management of the Parish Council's services and facilities and is required to work in partnership with other statutory bodies and the general public to improve delivery of services to our community.

If you have excellent communication and organisational skills, the ability to develop effective working relationships with a variety of organisations and an understanding of the local government sector, then we would like to hear from you.

Starting salary will be dependent on relevant qualifications and experience, pro rata to Local Council Scale Points 5 – 17, £21,575 - £26,845 for 6 hours a week.

A Job Description and Person Specification or further details are available from:-

Mrs Mary Welch  
e-mail: [TSPC01@outlook.com](mailto:TSPC01@outlook.com)

Please apply in writing submitting a CV and a supporting letter outlining how you fulfil the specification for this post.

Closing date for applications is 5pm on 9<sup>th</sup> March 2023

Interviews will be held in the evening.