



110 High Street, Tibshelf, Derbyshire, DE55 5NU Tel: 01773 875093



QC 05-08-00580

FULL TIME CLERK/RFO VACANCY – TIBSHELF PARISH COUNCIL

Tibshelf Parish Council is seeking a Clerk and Responsible Financial Officer to provide professional support and advice in all aspects of the Council's work in a busy Parish. The Parish Council currently meets on the third Tuesday of each month.

It is essential to have an understanding of local government regulations governing the conduct of Parish Council business and be able to advise and guide members appropriately

Candidates need to be computer literate, competent in all aspects of administration including financial and personnel management and will be expected to work 37 hours per week to include attendance at evening meetings.

The ideal candidate will have achieved, or be working towards the Certificate in Local Council Administration (CiLCA) and have experience of Sage Accounts and Payroll suites.

Salary Local Government Scale LC2, Points 26 to 29 (currently £22,001pa to £24,402pa) - 37hrs per week Monday to Friday.

Applications with CV and covering letter, detailing experience, qualifications and ambitions together with names and addresses of two referees should be sent to the Clerk, Tibshelf Parish Council, 110 High Street, Tibshelf DE55 5NU or by email to theclerk@tibshelfparishcouncil.gov.uk

Closing date for applications: Friday 17th July 2009