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# Ecclesfield Parish Council

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*Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS*

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*David J. Morton, Clerk to the Council*

## ECCLESFIELD PARISH COUNCIL VACANCY

### PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER

A vacancy has arisen for Clerk 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 would be expected to attend the relevant training courses should they not already hold suitable qualifications. 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 NJC scale 35-42 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, our e-mail address is [admin@ecclesfield-pc.gov.uk](mailto:admin@ecclesfield-pc.gov.uk)

Closing date for applications is Monday 5 February 2018 with interviews to be held on Tuesday 13 February 2018. Shortlisted candidates should also expect to attend at the Parish Council offices for an informal meeting with all Councillors and Staff on Saturday 10 February at 10.30am.