Job Vacancy

South Croxton Parish Council

A vacancy has arisen for the position of Clerk and Responsible Financial Officer to support the work of the Parish Council.

Hours of work are 5 per week and payment will be in accordance with the National Joint Council for Local Government Services (NJC) rates appropriate to experience.

Full employment related conditions, including pension rights, sickness benefits, and paid holidays are part of the contract.

The work is carried out from home plus attendance at meetings in the South Croxton Village Hall.

We are looking for a candidate with good people skills, who is well organised, and has experience using a computer for email communication, and Word and Excel for keeping minutes and records.

Training is available from the Leicestershire and Rutland Association of Local Councils (LRALC) in Anstey.

Please contact the retiring Clerk, details below, for further details of this opportunity.

Mr Stephen Johnson (Clerk and Responsible Financial Officer)

South Croxton Parish Council

15 Ashby Road

Gaddesby

Leicestershire

LE7 4WF

Email: [clerk@southcroxtonparish.gov.uk](mailto:clerk@southcroxtonparish.gov.uk)

Tel: 07342 384238

Date: 29 10.2024