



FULL TIME MANAGEMENT POSITION IN CROWLAND

**Crowland Parish Council is recruiting to fill a full time salaried position
of**

Clerk and Responsible Finance Officer.

**This position is a 37 hour per week vacancy which has arisen due to
unexpected and unfortunate circumstances.**

The position includes some weekday evening meetings.

Salary £35K to £39K dependant on qualifications and skills.

Crowland Parish Council has over recent years become involved in many ventures aimed at improving the experiences of parishioners and visitors to our town.

Experience of local authority work would be an asset but not essential. Becoming conversant with legislative requirements of a Parish Council will be a challenging but rewarding experience. Experience with a financial accounts package and or ability to learn the Scribe system in use is a requirement as is running the payroll. Staff management and support is expected as part of applicants experience and ability to support Councillors in a variety of roles. As Clerk and Responsible Finance Officer you would be the line manager for all council staff, including office, two full time manual workers and three part time employees. To provide guidance to the council on all governance matters and attending meetings of the council and committees.

The position is primarily based at the council office in Hall Street Crowland but could include an element of flexible working including some evening meeting attendance.

Assisted training to achieve a Clerk's qualification (CILCA) would be expected to be undertaken as soon as practical.

The council is looking for an enthusiastic applicant for this exciting and rewarding role.

For further details please apply to HR@crowlandparishcouncil.gov.uk