



PART TIME DEPUTY MANAGEMENT POSITION IN CROWLAND

This vacancy has arisen due to a planned early retirement ambition.

**Crowland Parish Council is recruiting to fill a part time 50 hours per month
salaried post which is described as,**

Deputy to the Clerk and Responsible Finance Officer

Salary £9K to £11K Depending on experience

(Full time equivalent £31K to £33k)

Crowland Parish Council have decided that their administration team should be maintained by the appointment of a Deputy to support the Clerk and Responsible Finance Officer in managing all other employees and provide support for elected members. Over recent years the Parish Council has become involved in many ventures aimed at improving the experiences of parishioners and visitors to our town.

This vacancy is a 50 hours per month position predominantly based at our Hall Street office which does include occasional weekday evening meetings.

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 currently in use is a requirement as is running the payroll.

Staff management and support is expected as part of applicants experience along with the ability to support Councillors in a variety of roles. In the absence of the senior clerk the deputy officer would become involved in guiding and assigning all council staff, including 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 including some on week day evenings.

Based primarily at the Crowland Parish Council office there may be the opportunity for an element of flexible working. Assisted training to achieve a Clerk's qualification would be an expectation to be undertaken in a timely manner.

The Council is looking for an energetic and enthusiastic applicant for this exciting and rewarding role which could give development opportunities to a more senior position.

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