



Wickersley Community Centre,
286 Bawtry Road, Wickersley,
Rotherham.
S66 1JJ
01709 703270
clerkadmin@wickersleypc.org.uk
www.wickersleypc.org.uk

Vacancy

Parish clerk

Starting Salary Scale LC2 £32,029- £34,788

Full time or part-time pro-rata in the range of 21-37hrs per week, plus contributory pension scheme.

Wickersley Parish Council has a vacancy for an enthusiastic Clerk who is capable of delivering an exceptional administrative and financial service to its 16 councillors and the wider community. This is a rewarding job, in which you will be instrumental in shaping and delivering services to the community.

The hours are expected to be between 21 and 37 hours per week, subject to negotiation. These will be spread flexibly across the week with some home and/or office-based working, as necessary.

Following an internal review, a new staff structure is to be put in place over the coming months, and the new Clerk will be involved in shaping its development and implementation.

We are seeking someone with relevant experience, fantastic organisation skills and a keen attention to detail. As management and finance play a big role in the Clerk's duties, applicants should bring with them some practical, relevant experience of both.

The Interim Clerk, Greg Pacey, will be available to assist with the handover and offer full support until he leaves the parish council. Interested applicants are welcome to contact him for an informal discussion, on 07986 401764. For an application pack, visit www.wickersleypc.org.uk or email clerkadmin@wickersleypc.org.uk

The closing date for receipt of applications is 12 noon on 24th June 2019