

Clerk/Proper Officer – Vacancy

Ruskington Parish Council is looking to recruit a new Clerk / Proper Officer to support their activities and manage a number of staff.

The position involves working closely with the Chair to produce meeting agenda, take notes and prepare the Minutes for the Council and Committee meetings. You will be required to handle all correspondence, oversee the accounts, meet legal deadlines and ensure the Council is fully compliant with legislation.

Although previous experience is very desirable, the successful Candidate must be flexible, with a positive, can-do attitude, displaying good interpersonal skills as well as having keen interest in administrative and legal matters, with an ability to learn quickly.

Excellent administrative, organisational and IT skills are required as well as a willingness to attend relevant training courses and continue professional development.

The post is for 37 hours per week and includes overall financial administration of the Parish Council's business, including obtaining, preparing, presenting and advising on necessary information for discussions in Council (*or Committee*).

A flexible approach to working is necessary and Candidates should be aware that this position does involve some evening work, attending meetings of the Council (*and its Committees*).

A competitive salary is offered for this position, which is subject to annual review along nationally agreed and published guidelines.

Candidates are required to disclose in writing if they are related to any Councillor or Council employee and deliberate failure to disclose disqualifies a Candidate, as does canvassing.

Please apply with current CV and covering letter to (or email):

Eddie Findlay
Clerk to Ruskington Parish Council
The Parish Office
11 High Street North
Ruskington
SLEAFORD
Lincolnshire
NG34 9DY

Closing date for applications is Friday 30 November 2018

For further details on Job Description and Person Specification contact Eddie Findlay as above, or via;

✉ ruskingtonparish@tiscali.co.uk

☎ 01526 834483

🌐 <http://parishes.lincolnshire.gov.uk/Ruskington/> then click on the **Vacancies** tab

Interview date planned as Tuesday 4 December 2018