

**Central Swindon North Parish Council**

**DEPUTY CLERK**

**Salary LC2- Points 26-29 £23,398-£25,951 – 37 HOURS PER WEEK**

Central Swindon North Parish Council is seeking to appoint a Deputy Clerk who will be responsible for a wide range of administrative & financial functions in support of the work of this newly formed Parish Council.

Working from the Parish Council's offices in Pinehurst, Swindon, applicants must be able to demonstrate that they have experience of administrative management; an ability to understand local government law and procedure; financial management knowledge; the capacity to cover the role of the Clerk when required; competent IT skills; and a willingness to pursue ongoing training opportunities as this new Parish develops.

The weekly hours will be worked Monday to Friday during office hours but there will be a requirement for evening work on a cyclical basis.

For further details of how to apply for this post and the full job description please e-mail Andy Reeves, Central Swindon North Parish Manager at [areeves3@swindon.gov.uk](mailto:areeves3@swindon.gov.uk)

**CLOSING DATE: Midnight on 31<sup>st</sup> May 2017**

**INTERVIEWS WILL BE HELD ON 8<sup>th</sup> & 9<sup>th</sup> June 2017**