



## Whetstone Parish Council Finance and Administrative Officer

Whetstone Parish Council serves a rural commuter village on the border of Leicester. With an annual budget close to £260,000 and representing approximately 7,000 residents, it provides a wide range of services for the local community. It is a busy and attractive place to live and work and, as an Equal Opportunity Employer, we would welcome applications from all sections of the community.

The Parish Council is seeking to recruit a part time Finance and Administrative Officer who will be responsible to the Clerk for the day-to-day management of several of the council's services including finance and cemetery. The successful applicant will be required to work in partnership with other statutory bodies and the general public to ensure that the Council is delivering excellence.

Working 22 hours per week, the ideal candidate will be a friendly, positive team player who is also able to work independently with exceptional customer service skills. A professional telephone and email manner is essential together with interpersonal skills. You will have excellent IT knowledge having worked with accounting packages, Microsoft Word and Excel. Previous experience working within a government authority would be preferential, but not essential, as well as local knowledge.

A willingness to work towards the ILCA (Introduction to Local Council Administration) professional qualification is desirable and a full UK driving licence is preferred. The role is likely to include some evening meetings and occasional weekend work.

Starting salary will be NJC Spinal Point 18 which equates to £14,849 for 22 hours. This is currently subject to an NJC pay review. Membership of a Workplace Pension Scheme will also be offered (the option to opt out exists). All other terms and conditions will be in accordance with the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service (The Green Book). Contract of Employment will be based on the above.

Candidates are asked to submit a covering letter, CV and completed application form to the Clerk at the address shown below. An application pack is available from the Parish Council website, [www.whetstonepc.org.uk](http://www.whetstonepc.org.uk) from Monday 27<sup>th</sup> September 2021, or contact the Parish Clerk, Lee Breckon on 0116 2751987 or by email [clerk@whetstonepc.org.uk](mailto:clerk@whetstonepc.org.uk)

Applications must be marked confidential and submitted **no later than noon on Friday 15<sup>th</sup> October 2021** to: The Clerk, Whetstone Parish Council, Cemetery Road, Whetstone, LE8 6LL.

Interviews are planned for week commencing 25<sup>th</sup> October 2021, with a start date as early possible.