

## **EAST BERGHOLT PARISH COUNCIL**

**Council:** East Bergholt Parish Council

**County:** Suffolk

**Salary:** National Scale LC2 scale points 18-23 £24,313-£26,999 pro-rata which equates to £12.64-£14.03 per hour. Plus NEST (The National Employment Savings Scheme) Workplace Pension Scheme.

East Bergholt Parish Council wishes to recruit a Clerk to the Council to be responsible for carrying out all the functions of the Proper Officer and those of the Responsible Finance Officer; providing effective leadership; management of resources; and ensuring that the Council is accessible, responsible and engaged with the local community.

20 hrs per week. For those candidates not living in East Bergholt, having the flexibility to work partly from the village will be viewed positively.

We are looking for a Parish Clerk with the necessary skills, experience and knowledge to work with Councillors to deliver the Council's key aims and priorities. Various projects are in the pipeline and we need a professional with the vision, motivation, and 'can do' attitude to drive these forward. Previous experience and a CiLCA qualification would be preferred but any candidate who is not fully trained and is willing to take the necessary certificate will also be considered. Training will be given.

To request an application pack please contact Susan Clements;

Email [eastbergholtpc@btconnect.com](mailto:eastbergholtpc@btconnect.com)

Tel. 01473 827791

East Bergholt Parish Council  
29 Castle Road, Hadleigh Suffolk, IP7 6JP

For further details and an informal chat about the role please contact Parish Councillor Joan Miller – Chairman of the Council on 01206 298517.

**Closing Date: 5pm on 13th September 2019**

**Interviews: 19<sup>th</sup> September 2019**

East Bergholt Parish Council is committed to equal opportunities and encourages applications from all sectors of the community. It fully complies with the GDPR.