



Groby Parish Council

Parish Office, Village Hall, Leicester Road, Groby, Leicestershire LE6 0ZF
Tel & Fax: 0116 287 6985 www.groby.com Email: parishclerk@groby.com

APPLICATION PACK – CLERK/RESPONSIBLE FINANCE OFFICER

1. Groby Parish Council
2. The Role
3. Application Process
4. Job Description
5. Application form

Groby Parish Council

Groby Parish Council has 16 councillors representing 2 wards. In addition to the Full Council, there are currently 5 Committees which are;

- Planning & Development Committee
- Parks & Cemetery Committee
- Finance & General Purposes Committee
- Community Liaison Committee
- Emergency Committee

We have an office, which is situated next to the Village Hall. There is a full-time Parish Clerk and a part-time Deputy Clerk. The Parish Council also employs 2 part-time member of grounds staff and 2 gate keepers

Groby Parish Council Services

- Groby Village Cemetery and Cemetery Extension Field
- Quarry Playing Field
- Various Open Spaces and Amenity Areas
- Stamford Memorial Park
- Marina Park
- Cowpen Spinney
- Mineral Line Walk
- Ratby Road and Orchard Close Allotments

The Role

The role of Clerk is to ensure that the Council as a whole, conducts its business properly and to provide independent, objective and professional advice and support.

The role of the Responsible Finance Officer (RFO) is to be responsible for administering the Council's financial affairs in accordance with proper practices and shall determine, on behalf of the Council, its accounting records and accounting control systems.

The hours of work are 37 hours per week, as agreed by the Council.

Holiday entitlement is 21 days per year (plus statutory Bank Holidays).

The post holder is eligible to join the Local Government Pension Scheme. Information on the LGPS will be provided to the successful candidate.

2. APPLICATION PROCESS

The application and the covering letter should be placed in a sealed envelope marked **“private and confidential - Application for Clerk/Responsible Finance Officer post ”** This envelope should then be placed in another envelope for posting or hand delivery to :

Mrs A A Taylor
Clerk to Groby Parish Council
Parish Office
The Village Hall
Leicester Road
Groby
LE6 0DQ

You must include in your application information which:

- Demonstrates the qualities you would bring to the role of Clerk/Responsible Finance Officer

A CV is not required.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact Parish Clerk, for an informal discussion.

Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer)