

# Groby Parish Council



Parish Council Office, Village Hall, Leicester Road, Groby, Leicester. LE6 0DQ  
Tel: 0116 2876985 www.groby.com Email: parishclerk@groby.com

---

Groby Parish Council wish to appoint a

## **PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Salary to be agreed dependant on experience, in the range  
NJC SCP 26 - 32 (£30,451 - £35,745)  
+ Local Government Pension Scheme**

Full Time 37 hours per week

Applicants must have:

- knowledge of the requirements of the Council and its services;
- be a competent administrator with excellent IT and financial management skills, preferably with Local Government knowledge;
- be able to work on their own initiative;
- supervisory skills and experience of managing a small workforce;
- excellent people skills, including the ability to work with Councillors, members of the public and on occasions the local media;
- Certificate in Local Council Administration (CiLCA) preferred.

Working 37 hours per week, the successful applicant must also be willing to attend evening council meetings.

Candidates need to contact the Parish Office to request an application pack, which contains the necessary application form. This needs to be completed and returned with a letter of application to the Parish Clerk at the address given below.

The closing date for the return of applications is Wednesday 30<sup>th</sup> December 2020. Interviews will be held in January 2021.

Submit applications to:

Mrs Sue Hackett  
Parish Clerk  
Groby Parish Council  
Parish Council Office  
Leicester Road  
Groby, Leicester, LE6 0DQ