



4 December 2019

Dear Sir/Madam,

**Vacancy for Clerk to the Council and Responsible Financial Officer (RFO)**

Thank you for your interest in this vacancy.

Please use the links on the Council's website to access the following documents:

- [An introduction to the Parish Council and the area](#)
- [Job Description](#)
- [Person Specification](#)
- [Safeguarding Statement](#)
- [Recruitment Privacy Notice](#)
- [Application Form](#)

Please note that this is a part time post working 30 hours per week. Although we anticipate that the majority of working hours will be undertaken during the day (for example, between 8:30 am and 5:00 pm) you will be required to attend evening meetings. The actual pattern of work has some flexibility and a work pattern would be agreed on appointment to meet the operational demands of the Council.

The salary for the post is in accordance with the nationally recommended levels on the Local Government Spinal Column Points SCP20 - 26, £25,295 - £29,636 (which equates to £20,509 -£24,029 for this 30 hours per week role). Subject to satisfactory performance, progress through the increments will be in April each year until the maximum for the scale shown above is reached.

Benefits include a contributory pension scheme via NEST and holidays commencing at 21 days per annum plus public holidays and two additional statutory days. All leave is pro rata for part time working. The leave entitlement will increase to 25 working days per annum (pro rata for part time) on completion of five years' continuous service prior to the commencement of the leave year.

We anticipate that candidates will return their applications via e-mail to [recruitment@sterth-pc.gov.uk](mailto:recruitment@sterth-pc.gov.uk) but if you encounter any difficulties with these arrangements please contact us by e-mail or call me on 01736 753942.

The closing date for applications is at noon on Tuesday 24<sup>th</sup> December 2019. We anticipate that shortlisting will be completed by Monday 6<sup>th</sup> January 2020 with a view to holding interviews on Saturday 18<sup>th</sup> January 2020.

If you have any questions please do not hesitate to contact us using [recruitment@sterth-pc.gov.uk](mailto:recruitment@sterth-pc.gov.uk)

Yours faithfully,

**Kevin Buzza**  
**Chair**  
**St Erth Parish Council**