

South Swindon Parish Council  
Broadgreen Community Centre  
Swindon  
SN1 2AN  
01793 464486  
[clerk@centralswindonsouth.uk](mailto:clerk@centralswindonsouth.uk)

Dear Applicant

**Re: Vacancy for Parish Clerk / Responsible Financial Officer**

Please find enclosed in this pack:

Job Description

Person Specification

Job Advert

Information about South Swindon Parish Council

Application Form

Please complete the Application Form detailing your experience and why you have applied for the post.

Applications can be made by post or via email. It is not necessary to send a paper application as well as an email. All applications will be acknowledged by email.

Closing date for application is Friday 21 September 2018.

Interviews will be held in the week beginning Monday 1 October 2018.

As part of the interview process you will be asked to make a 15 minute presentation. If you are invited to interview you will be informed of the nature of the presentation.

If you require any further information, please contact me.

Yours faithfully



Joyce Holman  
Clerk