

**CLERK/RESPONSIBLE FINANCIAL OFFICER**  
**SOUTH SWINDON PARISH COUNCIL**

**37 hours per week to include evening work**

**Local Government Scale (SCP 52 – 55) starting at £48,138 per annum depending on qualifications and experience.**

Applications are invited for the post of Clerk/Responsible Financial Officer.

The Parish of South Swindon came into being following elections on 4 May 2017. The Parish covers the south of Swindon, which is mainly an urban area with a small amount of farm land. The parish has a population of approximately 40,000 and a budget of just over £2 million.

The Parish Council has 23 Councillors and is very keen to move forward with a number of projects which include the transfer of community facilities from Swindon Borough Council.

This is an opportunity to shape a new Parish Council for the future. Applicants must be able to suggest creative ideas and provide innovative solutions to issues as they arise.

The Clerk/RFO is responsible for managing the day to day business of the council including all the records of the Council and the administration of its finances.

The Clerk/RFO is responsible for the management of 5 staff based in the office and 3 staff working outside, with the additional of 5 staff from the parks from 1 October.

The successful applicant should have excellent communication and organisational skills, a sound financial background and experience of managing staff.

Applicants must hold the Certificate in Local Council Administration (CiLCA).

An application pack is available from the Clerk, email [clerk@southswindon-pc.gov.uk](mailto:clerk@southswindon-pc.gov.uk) or visit the website [www.southswindon-pc.gov.uk](http://www.southswindon-pc.gov.uk)

Closing date for applications is Friday 21 September 2018 with interviews being held in the week commencing Monday 1 October 2018.