Bitteswell Parish Council assumes responsibility for Bittesby Parish on 1st April 2014, so considerably extending the Parish Council boundaries and increasing its number of Parish Councillors by one to 6. The Parish Council is very active, particularly in planning matters and also in jealously guarding its status as one of the most beautiful villages in Leicestershire, and is actively considering the production of a Neighbourhood Plan. The Council now seeks applications for the post of Parish Clerk and responsible Financial Officer for this interesting and challenging part time position.

Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The Parish Clerk will be responsible for the administration of the business and finances of the Parish Council.

He or she must be computer literate (email, Word, spreadsheets) with good communication and interpersonal skills and an ability to organise their workload unsupervised. Political sensitivity, tact and diplomacy are essential, as is a friendly and sensitive outlook.

The post requires the production of agendas and attendance and taking the minutes at one meeting per month (third Thursday) and occasional attendance at other meetings.

Salary is £4,060 per year payable monthly with an additional £380 p.a payable for the use of the Clerk’s home as an office.

Please send your details/CV to the Clerk to Bitteswell Parish Council, (email paj@uwclub.net) by the closing date of 21st March 2014. For further information, please telephone 01858 880741.