

Clerk and RFO to the Council
Jodie Smart



ELLENDUNE COMMUNITY CENTRE
BARRETT WAY
WROUGHTON
SWINDON
SN4 9LW

Tel: 01793 814735
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WROUGHTON PARISH COUNCIL

Dear Applicant

Re: Vacancy for Parish Clerk / Responsible Financial Officer

Please find enclosed in this pack:

Job Description
Person Specification
Job Advert
Information about Wroughton Parish Council
Occupational Standards for the Chief Officers of Local Councils
Short Application Form

Please complete the Short Application Form and provide a CV 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 13 September 2019.

Interviews will be held in the week beginning 23 September 2019.

If you require any further information, please contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Smart'.

Jodie Smart PSLCC
Clerk to the Council

