



## BRAMSHOTT & LIPHOOK PARISH COUNCIL

MR P J STANLEY  
EXECUTIVE OFFICER

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### Deputy Executive Officer

**Council:** Bramshott & Liphook Parish Council

**County:** Hampshire

**Hours:** Full Time

**Salary:** £31,331 - £32,897 (Starting salary depending on experience) plus £1,000 for CiLCA Qualified & Local Government Pension Scheme

**Closing Date:** 30/01/2023

The Deputy Executive Officer will be retiring on 31<sup>st</sup> March 2023 prior to the new council elections. The council is seeking to recruit a new Deputy Executive Officer to start from 1<sup>st</sup> April 2023 or as soon as possible after that date.

The Deputy Executive Officer supports the Executive Officer in the running of the council and deputises in his absence. The role is also responsible for the day to day running of the finance including payments, data input, and commissioning payroll.

It is anticipated that the successful person will either have a finance background and be willing to train in local council administration or have a local council background and be comfortable with finance and be willing to undertake training on our finance system. (Rialtas)

The Deputy Executive Officer is responsible for the Planning Committee plus one other committee of the council, which will require attendance at the monthly meeting held in the evening.

The Deputy Executive Officer is a full-time role and there is an opportunity for some homeworking subject to agreement.

For an application form and role profile, please contact the parish office on 01428 722988 or email [clerk@bramshottandliphook-pc.gov.uk](mailto:clerk@bramshottandliphook-pc.gov.uk). Documents can also be downloaded from our website [www.bramshottandliphook-pc.gov.uk](http://www.bramshottandliphook-pc.gov.uk)