

WOODCHURCH PARISH COUNCIL

Vacancy for Parish Clerk and Responsible Financial Officer

Woodchurch Parish Council is currently looking to recruit a Parish Clerk with immediate effect. This will be an interesting and challenging role for someone with enthusiasm who already has had experience in Local Government or looking to develop current applicable skills.

The role will be 45 hours per month working from the Parish Office, meetings venues and from home. The hours could be increased or decreased, by agreement, on review.

Main Responsibilities

Prepare for, and manage, all administration required for Parish Council meetings, including any Committee meetings and Annual Meetings of the Parish, and charities/trusts meetings ensuring Council members have the necessary information to make informed decisions when necessary, including required financial information and monitoring.

Develop and maintain excellent working relationships with the local community, businesses, District and County Councils and other local organisations encourage local development and identify common aims and funding opportunities.

Respond to enquiries received by the Council, ensuring the response is timely and in line with specific instruction as appropriate

To line manage other Council employees

The Person

Previous experience is not mandatory. However, it is advantageous. The successful candidate will-

- Be expected to undergo training and pass the Certificate in Local Council Administration (CILCA) within an agreed timescale, if not already obtained.
- Possess excellent verbal and written communication skills.
- Be flexible to attend evening meetings as required.
- Have the ability to work independently and efficiently to meet required deadlines
- Have an excellent eye for detail; and demonstrate the ability to positively represent the Council at community and social events.
- Good IT skills (internet, emails, Word processing. Spreadsheets, presentations and social media.
- Demonstrate interpersonal skills and the ability to build positive internal and external working relationships.
- Demonstrate personal organisation skills and be adaptable to both the Council and the local community.

Salary will be in accordance with Grade LC2 (national spinal column points 18-23 - £25419 to £28226 pro rata) depending on experience and/or qualifications with an annual review on an annual basis in line with performance review

Applications should be made by sending a CV and a covering letter to the Parish Clerk at clerk@woodchurch-pc.gov.uk or by download direct to the Council's website. For more information please email clerk@woodchurch-pc.gov.uk