



VACANCY FOR A PARISH CLERK

Due to retirement, a vacancy has occurred for a Clerk/Responsible Financial Officer to [Leighton & Eaton Constantine Parish Council](#). Starting date is flexible. Applications are invited by March 1st 2024. Interviews will be held in March.

The salary is based on 5 hours per week. The Salary will be calculated according to NALC's recommendations depending upon qualifications and/or experience but will be within the LC2 (18 to 23) range, with mileage reclaimable at 0.45ppm.

We are a small, friendly, rural Parish Council of 7 Councillors. Parish Council Meetings held in the evening once every 2 months (normally held on a Tuesday alternating between Leighton and Eaton Constantine Village Halls), and at other ad hoc special meetings arranged as necessary throughout the year.

For this varied position candidates must be computer literate, have internet access, and ideally should be CILCA qualified. Previous experience working as a Parish Clerk and/or knowledge of Local Government would be desirable, although training can be provided. Candidates should be prepared to undertake continued development training throughout their period of employment..

As Clerk you will be responsible for preparation of agendas, taking of minutes, correspondence, dealing with emails, liaising with contractors and Local Government Officials, management of accounts to include keeping of cash book, bank reconciliations, preparation of budgets, VAT returns, PAYE, organising audits etc, administration of the Parish Council website, online banking and backup storing of all Parish Council data. You will have responsibility for ensuring correct procedures are followed and advising the Parish Council to ensure that it acts within its powers. The ability to communicate well at all levels is essential.

If needed, our current Clerk has offered to help train and settle in any new Clerk.

For a full job description or more information about the role please contact Cllr Sue Jones (see below):

To apply please send a CV and covering letter to the Chair, Cllr Sue Jones:

Cllr Sue Jones
Copper Valley
Kynnersley Lane
Leighton
Shrewsbury SY5 6RS
01952 510430

sjonesleccparish@gmail.com 18th January 2024