

Chetwynd Aston & Woodcote Parish Council

Vacancy for Clerk & Responsible Finance Office

Applications are invited for the position of Clerk of the Council and Responsible Financial Officer at Chetwynd Aston & Woodcote Parish Council from September 2025.

Chetwynd Aston & Woodcote is a civil parish in the borough of Telford & Wrekin. Chetwynd Aston & Woodcote Parish Council is in the first tier of local government. The parish council consists of seven Councillors and the Clerk, together the council plays a vital role in representing the interests of the local community.

We are seeking a Clerk who can lead the parish council. You will be the Proper Officer of the Council and have a statutory duty to carry out all the functions required by law.

You should have strong leadership and management skills and experience of working in Local Government. You will be responsible for ensuring the council receives the advice and information it requires to ensure good governance. We are looking for a highly motivated and community focused individual to take the lead on council projects.

Duties include: the preparation of agendas, minutes, accounts, payroll, pensions, budgeting, invoicing and payments, report writing, some management of SIDs and a Parish wide planting scheme, liaising with organisations and members of the public.

The salary is based on 7 hours per week and will be calculated according to the National Joint Council for Local Government Services (NJC) rates dependent upon qualifications and/or experience but will be within the range SCP 20-24. This will be a home-office based role with home office allowance claimable, as well as mileage for Council purposes.

Attendance is required at the parish council meetings held at Church & Chetwynd Aston Village Hall every 2 months.

For an application pack or an informal discussion please phone the Clerk, Mr C Furnival via email at info@cawpc.co.uk

Applications must be received by 12pm on 29th August 2025, interviews are expected to commence week of 1st September 2025.