

Shawbury Parish Council

Appointment of Clerk/Responsible Finance Officer

A vacancy has occurred for a Clerk/Responsible Finance Officer to commence as soon as possible.

For this varied position, candidates must be computer literate, have a good standard of education in English and have internet access. Candidates ideally should have previous experience working as a Parish Clerk and/or have knowledge of local government, although training can be provided. Candidates should be prepared to undertake continued development training throughout their period of employment and be prepared to study for the Certificate in Local Councils Administration.

The Clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, liaising with contractors and local government officials, managing of accounts to include keeping of cash book, bank reconciliations, preparing budgets, VAT returns, PAYE, organising audits and the administration of the Parish Council website. The Clerk ensures correct procedures are followed and advises the Parish Council to ensure that it acts within its powers. The ability to communicate well at all levels is essential.

The salary will be dependent on qualifications and experience but will be calculated according to the National Joint Council for Local Government Services (NJC) rates for part time Parish Clerks and will be in the region of £9,500 per annum with a requirement to work 693 hours per year. The successful candidate will be given the option of joining the Local Government Pension Scheme.

The Council does not own an office, hence you will work primarily from home but expected to attend Council meetings in Shawbury Village Hall and other meetings as necessary. An allowance of £312.00 per annum is made for using your home as an office.

Council meetings are held in the evening on the second Tuesday in each month with an Annual Parish Meeting in May. A travelling allowance of 45p per mile is made for Council related journeys..

For further enquiries please contact the Council Chairman Merv Roberts on 07538 677033 or merv.roberts@shawbury-pc.gov.uk

To apply for this position please send a CV with a covering letter to -
merv.roberts@shawbury-pc.gov.uk

A detailed Job Description will be sent to everyone who applies. Please note that 2 references will be required.