

Clunbury Parish Council Appointment of Clerk/Responsible Finance Officer

A vacancy has arisen for a Clerk/Responsible Finance Officer to commence April 2025.

For this varied position, candidates must be computer literate 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. Support for this will be provided by the Parish Council.

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 is based on 5 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 salary scale LC2, 18 - 23. Mileage is reclaimable at 0.45ppm.

Attendance is required at the Parish Council Meetings held in a village hall every other month. Other extraordinary meetings may be arranged as necessary throughout the year.

For further details please contact: Mr John Croxton,
(Chairman, Clunbury Parish Council)

Tel: 01588 661081

OR

send CV and covering letter to:

Mr J H Croxton

6 Clunton

Clunton

Craven Arms

Shropshire SY7 0HJ

Closing date for applications: 15th March 2025