SHAWBURY PARISH COUNCIL

A vacancy will occur for a Clerk/Responsible Finance Officer to commence work on April 1st. 2025.

For this position the candidates must have a good standard of Education in English and Mathematics, be Computer literate and have internet access. It is anticipated that they will have had experience in administration and finance and previous experience as a Parish Clerk would be an advantage. It is expected that they will hold or be working towards obtaining the Certificate in Local Council Administration and will be prepared to undertake continued development training. The ability to communicate at all levels is essential. Salary will be dependent on qualifications and experience but will be is based on 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 with an allowance of 79 hours for holidays and 17 hours for Bank Holidays

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 £400.00 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 Paul Sharp on 07757101858 or [paulsharp727@aol.com](mailto:paulsharp727@aol.com).

To apply for this position please send a CV with a covering letter to - paulsharp727@aol.com

A detailed Job Description will be sent to everyone who applies.