

SHEDFIELD PARISH COUNCIL

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

Shedfield Parish Council Vacancy for new Clerk

We are looking for a full time Clerk (part-time considered) working from the Shedfield Office. This will include an average of one evening meeting per month, usually on a Monday.

Overall Responsibilities

The Clerk to the Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk will be expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will also be responsible for managing various contractors and projects as they arise. You will be working with the Responsible Finance Office and Planning and Projects Officer.

Qualifications

Word and Excel experience is essential; Book Keeping experience advantageous. Previous local government experience and ability to update website is desirable. Good English language and communication skills are essential. CiLCA qualified preferred (or training towards qualification).

Salary based on NJC salary.

Closing date details

Applications, including CV, to be emailed to clerk@shedfieldparishcouncil.org.uk no later than Friday 31 January 2020.