

## **Chetwynd Aston and Woodcote Parish Council**

Parish Clerk and Responsible Financial Officer – 6 Hours (Flexible) per Week (Home Based)

Salary: - Within the NJC range 5, (points 12-17) £21,589 - £23,836, £11.50 - £12.69 per hour (Depending on Experience)

To start as soon as possible

An opportunity has arisen for a Parish Clerk/Responsible Financial Officer to support Chetwynd Aston and Woodcote Parish Council. Chetwynd Aston and Woodcote Parish Council serves a geographically spread parish, located in Shropshire on the outskirts of Newport. There are a number of exciting developments affecting the parish which make the role interesting and varied. The council is served by 7 active and engaged parish councillors. It normally meets every other month on a Wednesday evening at 7.30pm; extra meetings are held as required.

Responsibilities include preparing agendas, taking minutes, dealing with correspondence, updating the website, liaising with electors, contractors, councillors, neighbouring councils and the Unitary Council, Telford and Wrekin Council. The post holder will also manage the Council's accounts, preparing budgets, tax and audit returns, ensure that the Council follows the correct procedures and that it acts within its powers.

The ability to communicate well, both verbally and in written form at all levels is essential.

Candidates must be computer literate, have internet access and preferably have previous experience of working as a Local Council Clerk, or Committee Secretary, and have a working knowledge of Local Government.

The successful applicant will either hold or be willing to obtain the Certificate in Local Council Administration (CiLCA).

An application form and job description is available from the Parish Clerk Ian Cruise-Taylor – [info@CAWPC.co.uk](mailto:info@CAWPC.co.uk) or by ringing 07866 494411. Closing date 23<sup>rd</sup> July 2021.