



Not for Self

Oswestry Rural Parish Council

Appointment of Clerk/Responsible Finance Office

A vacancy has occurred for a Clerk/Responsible Finance Officer to commence:
1st August 2022.

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 continuous professional 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 is also responsible for the management of the Cemetery within the Parish and maintaining the interment and burial records. 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 16 hours per week with the potential to increase to 20 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 range SCP 24-29 (£29.174-£33.486) pro rata, with mileage reclaimable at 0.45ppm.

Attendance is required at the Parish Council Meetings held in the village halls within the Parish on the last Thursday in the month at 7.00pm every month except December which is normally the second Thursday. Other extraordinary meetings may be arranged as necessary throughout the year.

For further details (or an application form) please contact:

prichardson@oswestryrural-pc.gov.uk

and send a CV and covering letter by email:

Enquiries tel. 01691 679932

Closing date for applications: Friday 29th July 2022

Interviews will be held week commencing Monday 8th August 2022