**EDITH WESTON PARISH COUNCIL**

**APPOINTMENT OF CLERK** **AND RESPONSIBLE FINANCIAL OFFICER**

**Salary within grade SCP 2**

**(SCP 2 £18,516 p.a. pro rata)**

**Part-time (6 hours per week)**

If you are a dedicated team player and have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, and have the enthusiasm and flexibility to work within the current team of parish councillors, then this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA), highly motivated, enthusiastic and community focused, you will bring sound leadership, staff management, administrative, communication, IT, financial organisational and project/operations management skills and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this part-time post which involves evening and weekend attendance.

**Please contact:**

**Cathie Gwilliam on 01780 460128, email** [**ewpcclerk@gmail.com**](mailto:ewpcclerk@gmail.com)

**for a recruitment pack and an application form.**

**Closing date for applications: 12 noon on 24th September 2022**

Edith Weston Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

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