

# ADDERLEY PARISH COUNCIL

## VACANCY FOR A PARISH CLERK

A vacancy has arisen for a Clerk/Responsible Financial Officer to [Adderley Parish Council](#) to commence 3<sup>rd</sup> May 2016. Applications are invited by 11<sup>th</sup> April. Interviews will be scheduled for week commencing 18<sup>th</sup> April.

The salary is based on 20 hours per month. The Salary will be calculated according to NALC's recommendations depending upon qualifications and/or experience but will be within the SCP 15-21 (£8.613-£10.261) range, with mileage reclaimable at 0.45ppm.

Attendance is required at the Parish Council Meetings held in the evening once every 6 weeks (held on a Wednesday), and at other ad hoc special meetings arranged as necessary throughout the year.

For this varied position candidates must be computer literate, have internet access, and 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 continued development training throughout their period of employment.

As Clerk you will be responsible for preparation of agendas, taking of minutes, correspondence, dealing with emails, liaising with contractors and Local Government Officials, management of accounts to include keeping of cash book, bank reconciliations, preparation of budgets, VAT returns, PAYE, organising audits etc, administration of the Parish Council website. You will have responsibility for ensuring correct procedures are followed and advising the Parish Council to ensure that it acts within its powers. The ability to communicate well at all levels is essential.

Please send a CV and covering letter to the Chair:

Mr M Coulon  
5 Meadow Bank

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30<sup>th</sup> March 2016