

ANSTON PARISH COUNCIL

Vacancy for Clerk to the Council

Anston Parish Council provides a number of services and facilities to our local community including allotments, cemetery, community hall, play equipment and outside space. We are seeking to appoint a new clerk whose role will be to manage all council functions, help Councillors to address current challenges, and to embrace future changes.

The Clerk is the Council's chief officer and principle adviser, assisting in the formation of policies and responsible for the effective management of all its business, resources, staff and operations.

We seek a forward thinking and proactive clerk to take responsibility for all aspects of the council's operation, and hope to attract individuals with the knowledge, experience, and energy to help us achieve our goals while keeping the business and mechanisms of the council providing quality and consistent services to our community.

This role does NOT include 's.131' Responsible Finance Officer duties.

Applicants must demonstrate significant managerial experience, excellent administrative skills, and will have knowledge of local government law and procedures, or a willingness to undertake training and obtain a relevant qualification. Knowledge of the local area would also be an advantage.

HOURS:

Hours will be between 24 and 37 per week, to be agreed with the successful candidate, and will be worked flexibly to include some evenings.

REMUNERATION:

PO4 – SCP 33 - 36 (£37,568-£40,578)(pro-rata) for applicants who do not hold the CiLCA (Certificate in Local Council Administration) qualification. It will be a condition of employment that the successful candidate achieves CiLCA within an agreed timeframe.

PO4 – SCP 37 - 41 (£41,591-£45,648)(pro-rata) for applicants who hold the CiLCA (Certificate in Local Council Administration) qualification.

Progression from the lower to the higher band will be on successful completion of CiLCA.

Contributory pension scheme (LGPS)

Applications must be received by 5pm on 31st January 2023 and interviews will take place w/c 13th February 2023

For full details of this vacancy, and the application process, please email expressions of interest to clerk@anston.gov.uk