



# *ASTON-CUM-AUGHTON PARISH COUNCIL*



## VACANCY

### CLERK TO THE COUNCIL AND FINANCE OFFICER

Aston-cum-Aughton Parish Council is seeking to appoint a forward thinking Clerk to the Council and Finance Officer.

This vacancy arises due to the forthcoming retirement of the current Clerk in Summer 2020.

It is an opportunity to become part of a proactive Parish Council (with 15 members) in the Metropolitan Borough of Rotherham, South Yorkshire. (Population/Precept circa.15000/£300000)

This is a full-time post within Scale LC3 SCP 33 – 41 (pro rata) (Qualification bar at 37) and will include membership of the Local Government Pension Scheme.

As Clerk to the Council you will be the Proper Officer and as such expected to manage the Council's statutory requirements, lead the Council in its future development and promote the interests of the Parish.

The Clerk is expected to advise the Council on, and assist it in, the formation of overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions

We hope to appoint an excellent communicator with a 'can do' attitude who can demonstrate strong governance and financial management skills, along with the ability to think strategically and literally.

This opportunity is not a 9 – 5 job, it is varied and at times challenging, so the candidate we seek must adapt easily and meet the demands of the Council.

Local Government experience and having the CiLCA qualification is desirable but not essential to applicants. However, if necessary the successful candidate will be required to study and obtain the CiLCA qualification within two years of appointment.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to the Council as and when required.

As Responsible Finance Officer you would be accountable for all the financial records of the Council and the careful administration of its finances.

The Post of Clerk to the Council is demanding and duties will require attendance at evening meetings and events with possible occasional weekend working.

The closing date for applications is Friday 3 April 2020.

An application pack can be obtained by telephoning or e-mailing the Parish Council Office at:-

**Parish Hall Rosegarth Ave  
Aston SHEFFIELD S26 2DD**

**Tele/Fax 0114 2879008**

**E-mail – [info@aston-cum-aughton-pc.gov.uk](mailto:info@aston-cum-aughton-pc.gov.uk)**