

HELSEBY PARISH COUNCIL

Parish Clerk

30 hours per week

SPC 24-28 £27,905 - £31,371 FTE (depending on experience)

Helsby Parish is a small but vibrant community which is growing and expanding. The Parish Council typical business includes helping parishioners with local issues, commenting on local planning applications, managing Helsby Cemetery our playing fields and parish fields and working pro-actively on local issues such as development, flooding, traffic and recreation.

The Clerk is expected to advise the Council and produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will also be responsible for:

- line management of 2 maintenance workers
- management of cemetery and burial arrangements in Helsby
- undertaking a range of associated functions

We are looking for an enthusiastic and positive person with a knowledge of administration and finance.

Most importantly you must be flexible and have good interpersonal skills. A knowledge of administration and basic finance is required with the ability to use all aspects of modern office IT. They must be mobile and willing to undertake training. The Certificate of Local Council Administration (CiLCA) is desirable but not essential. The successful candidate must be willing to work to attain the qualification.

Working 30 hours a week at times to be mutually agreed and based initially at the Chester Road office, the role will include attendance at about 30 evening meetings a year.

Applications in writing with CV to mags.porter@bjpassociates.co.uk or call 07852177370

Closing date 14 February 2020