

## Shenstone Parish Council

(including the wards of Stonnall, Little Aston and Shenstone Wood End)



Advertisement for the post of Parish Council Clerk with the additional role of Responsible Financial Officer

Shenstone Parish Council | Clerk to the Parish Council/Office Manager

Shenstone Parish Council as the largest Parish Council in Staffordshire are looking to appoint a self-motivated, highly organised and innovative individual who will be able to bring experience to the position of Parish Clerk. The Parish Clerk is the Proper Officer of the Council and its Responsible Financial Officer, and is under a statutory duty to carry out all the functions of a local authority's Proper Officer.

The Clerk's responsibilities include:

- Producing agendas and minutes for council meetings and committees
- Liaising with outside bodies
- Implementing the council's decisions,
- Acting as the council's financial officer and keeping the council's financial records

Working knowledge of local government would be an asset; **as would a good level of computer literacy and competency in using Microsoft packages.**

The successful candidate will preferably be CiLCA qualified, but consideration would be given to a suitable candidate willing to study for this.

- Good organisational skills are essential as is a large degree of tact, diplomacy and flexibility in dealing with members of the public and other bodies.
- Local knowledge of Shenstone, Stonnall and Little Aston would be an advantage.

Working hours are 37 hours per week and the salary will be within the National Joint Council for Local Government Services pay scale, according to experience and qualifications. The post holder will work from the Parish Council office situated at Main Street, Shenstone and be provided with a computer etc. A full driving is essential.

The full Council meets on the evening of the second Tuesday of each month and there are also sub-committee meeting each month, except in August, with other meetings being called as required.

For an informal discussion and an application form and job description, please contact the Chairman, Cllr Rita Hancocks on 01543 480560 or email [ritahancocks@hotmail.com](mailto:ritahancocks@hotmail.com)

The job description and application forms are also available on the Parish Council website at [www.shenstone-staffs.gov.uk](http://www.shenstone-staffs.gov.uk)

Closing date for applications by form and CV is 16<sup>th</sup> July with applicants available for interview in the week beginning 24<sup>th</sup> July.

CiLCA is a foundation qualification for local council officers and others working with local councils. It is a Certificate in Local Council Administration awarded at Level 3 of the National Qualifications Framework (NQF) where it is worth 20 credits. The qualification is owned and managed by the Improvement and Development Board (IDB) working on behalf of local (parish and town) councils in England and the National Training Advisory Group (NTAG) representing local councils in Wales. Local councils in this instance are parish, town, community and neighbourhood councils. CiLCA is administered by the Society of Local Council Clerks (SLCC).