



## **Clerk to the Council and Responsible Financial Officer**

Part-time (15 hours a week): Hours can be annualised to cater for working parents/carers.

Hybrid working.

Location – Chacewater Parish Council, Chacewater, Truro, Cornwall

Salary – From £20,344 pro rata to the national scale which will depend on experience.

Chacewater Parish Council has an exciting opportunity to support the Council in their community work. If you have a genuine interest in helping our forward-thinking, pro-active, and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal. With around 1,500 households and 1,300 voters Chacewater, located between Truro and Redruth, is a rural parish which consists of numerous public rights of way, and a rich historic mining history set within a World Heritage Site.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered, and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

If you have not been involved in working with Councils before, look to your transferable skills and how these can benefit our Council. The successful applicant will have a proven record in administration and financial management with experience of managing people (volunteers or employees). You will be required to attend monthly evening Council meetings which are usually held on Wednesday/Friday evenings and other meetings as needed. This may involve some weekend work during the year. The day-to-day hours can be agreed to fit around you and can be flexible throughout the year depending upon workload.

Competence in IT such as managing a Microsoft 365 account and accounting software is essential with knowledge of website administration. (Training will be provided in the Scribe accounts package and Website administration). As a part of the projects team, you will be responsible for the administrative tasks and preparation of reports on various projects withing the parish.

You must be able to work on your own initiative, be willing to acquire new skills and take a proactive interest in the wellbeing of the community along with excellent interpersonal skills in order to work successfully with external organisations, Councillors and our community.

Benefits include 22 days annual leave (pro rata) plus bank holidays. The Council will fund membership of the Society of Local Council Clerks (SLCC)

Full Job Description and application details are available from [parish.clerk@chacewater.org](mailto:parish.clerk@chacewater.org) or download via [www.chacewater.net](http://www.chacewater.net). If you have questions or would like an informal chat with the outgoing clerk, you can call Chrissi on 01872 561387.

***Closing date for applications is 5pm on Thursday 28th September 2023.***

***Interviews will take place Saturday 7th October 2023.***