



CHACEWATER PARISH COUNCIL

JOB VACANCY

POSITION

Parish Clerk & Responsible Financial Officer

LOCATION

Hybrid Working. Parish Council meetings - once or twice per month (average 16 a year), depending Planning Applications - in Chacewater Village Hall

SALARY

Salary: SCP 14-16 (£27,334 – £28,282 pro rata) depending on experience plus mileage to meetings and home office allowance.

HOURS

15 hours per week – flexible working.

Parish Council meetings take place on the last Wednesday of every month, but generally there are no Parish Council meetings in August.

HOW TO APPLY

Applicants are welcome to contact the outgoing Clerk or the Chairman for an informal chat.

Mrs Christina Martin, current Clerk / RFO – Tel: 07464460011

Rob Knill, Chairman – Tel 07816 773218 or 01872 561364

To receive a full job description, please email: Parish.Clerk@Chacewater.org

Interview date: Thursday 25th April 2024 (Interviews will start from 5pm)

Deadline for applications: Thursday 18th April 2024 at midday

START DATE

As soon as possible.

ABOUT THE POSITION

Chacewater Parish Council is seeking an enthusiastic and organised part-time Parish Clerk / Responsible Finance Officer, with good communication skills. Applications are invited from suitably experienced candidates who have an administrative and finance background and can work independently and flexibly with a strong community focus. The Parish Clerk will be responsible for the administration of the business and finances of the Council.

Chacewater is a mid-sized parish in Mid Cornwall, near Truro, comprising the main village of Chacewater, outlying hamlets of Twelveheads, Wheal Busy and Scorrier. The local population within the parish is approximately 2500, and there is a strong community spirit within the Parish.

The ideal candidate will have excellent administrative and communications skills, good knowledge of financial procedures plus a high level of IT expertise and an ability to be flexible to the needs of the job. A working knowledge of Local Government procedures is desirable. Training will be provided for a suitable candidate to meet these needs if required.

ABOUT THE COUNCIL

12 Parish Councillors

Current precept £38,000

Responsibility for Parish Car Parks, Play Parks, Millennium Green, WI Hall and Recreation Ground.

ABOUT PARISH

www.chacewater.net

Christinna Martin

Parish Clerk / RFO for Chacewater Parish Council

Tel: 07464460011

Email: Parish.Clerk@Chacewater.org

CHACEWATER PARISH COUNCIL CLERK - DESIRABLES & ESSENTIALS GRID

SKILL/KNOWLEDGE	ESSENTIAL	DESIRABLE
IT	Use of Microsoft Office, inc. Word and Excel	
Electronic Book keeping	Use of Electronic Accounting Package	Using SCRIBE account software
Communication and Engagement	Competent use of Microsoft Outlook Ability to interact with members of the public and associated bodies	Social Media, Digital Marketing and uploading content to web page
Hybrid Meetings	Management of Teams/Zoom	
Roles and Knowledge	Develop an awareness of National Policies	Previous experience within local authority
Staff Management		Previous history of managing staff
Meetings	To produce accurate records from public meetings	Previous history within local authority
Policy and Procedures		Awareness of Cornwall Council Procedures
Time and Deadline Management	Proven ability to manage own workflow efficiently, ensure documents are produced on time and filing deadlines met	

We would welcome candidates with transferable skills from other industries and sectors.