

Tattenhall & District Parish Council



Chair: Dr Iain Keeping
Flacca Lodge, Burwardsley Road, Tattenhall, Chester CH3 9QF
Tel:01829 770935
email: tattenhallpc@outlook.com

Tattenhall & District Parish Council - Vacancy for Parish Clerk/Responsible Financial Officer (approx. £6829.3 - £7275.89 per annum, based on 12 hours per week)

Applications are invited for the position of Parish Clerk/Responsible Financial Officer. This is an interesting and varied part-time post for 12 hours per week, working principally from the Parish Council Office at Tattenhall Library, assisting the parish council in delivering high quality service to our community.

There is a minimum of 13 Council meetings and 13 Planning Committees annually, all held in the evening, and there will be additional meetings, related to finance and assets, during the year which the Clerk will be required to attend.

The successful applicant will be computer literate and self-reliant, preferably with some knowledge of local government procedures. Duties will include the preparation of agendas, minutes, dealing with correspondence, keeping the financial accounts and general administration.

The Clerk will also be required to liaise with Cheshire West and Chester Council, other organisations and the general public. Training will be provided if required.

The salary will be in accordance with NALC/SLCC pay scales, will be in the range £10.944 to £11.660 per hour depending upon experience and qualifications.

The job description can be found via the link <https://tattenhallpc.co.uk/news/> with the application form. Further information about the position can be obtained from the Chair, Dr Iain Keeping, Flacca Lodge, Burwardsley Road, Tattenhall CH3 9QF on 01829 770935.

Your application should be sent to the Chair, at the address above or to tattenhallpc@outlook.com setting out relevant experience, skills and your reasons for wanting to become Tattenhall & District's Parish Clerk. Ideally we would like the successful candidate to be able to take up the position as soon as possible.

25th March 2018