



WICKWAR PARISH COUNCIL – VACANCY FOR A PARISH CLERK

Part time Post: 24 hours per week

GRADE: NJC SCP Points 18 to 24 [£24,982 to £28,672] per annum pro-rata

Pro-rata annual leave

We are looking for someone to take over the position of Clerk to the Parish Council. This position becomes available from the beginning of 2022. It will be part-time working - up to 24 hours a week - and will involve some evening commitments, especially for the Council's monthly meeting and may include local council connected meetings, seminars and courses. The role is predominantly home-based. The salary will be based on NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) jointly agreed scales and will depend on existing qualifications and experience.

For this varied position, applicants should have organisational and administrative skills. They must be computer literate, have internet access and have a minimum GCSEs (or similar) in Mathematics and English (preferably at 'A' level).

Applicants, ideally, should have previous experience working in or have knowledge of local government or as a Parish Clerk, although training can be provided.

Applicants should be enthusiastic about preserving and improving the quality of life in Wickwar. They should be prepared to undertake ongoing development training throughout their period of employment and be prepared to study for the Certificate in Local Councils Administration.

The Clerk is responsible for preparing agendas, taking minutes, liaising with contractors and local government officials, managing of accounts to include, preparing budgets, VAT returns, PAYE, organising audits and the administration of the Parish Council website. The Clerk ensures correct procedures are followed and advises the Parish Council to ensure that it acts within its powers. The ability to communicate well at all levels is essential.

For an application form please visit www.wickwarparishcouncil.gov.uk/job-vacancy-clerk-to-wickwar-parish-council. Alternatively contact Stephen Isaac, Chairman of Wickwar Parish Council, at stephen@wickwarparishcouncil.gov.uk to arrange an informal discussion.

The closing date for applications is 12.30 p.m. on 7th January 2022. Interviews will be held the week beginning 10th January 2022.

Wickwar Parish Council is an equal opportunities employer