

# Parish Clerk Vacancy

---

Welford-on-Avon  
Parish Council

**Part-time: c. 10hrs a week**

**Location: Welford-on-Avon.**

**Closing date: Friday 10th September 2021 at 17.00**

**Interview dates: Monday 13th to Friday 17<sup>th</sup> September 2021**

Welford-on-Avon Parish Council are seeking to appoint a Parish Clerk & Responsible Finance Officer (Parish Clerk) and are seeking a dedicated individual, preferably with previous experience to serve in a part time capacity for c.10 hours per week to include regular evening meetings as necessary.

As Parish Clerk you will be responsible for ensuring that all legal, statutory, financial and other governing provisions relating to the Council are observed. That all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with parish residents and key local and regional bodies.

Suitably qualified, highly motivated, enthusiastic and community focused you will bring sound administrative, communication, financial and organisational skills and be flexible in your approach and be able to meet deadlines. Living in or close to Welford-on-Avon is also required.

The position of Parish Clerk will attract a salary (pro rata) within the Local Council LCP 1 banding – SCP 7-12 depending upon experience.

**An application pack can be obtained from Simon Carter, Chair of Welford Parish Council by emailing: [cllrcarter.welfordpc@yahoo.co.uk](mailto:cllrcarter.welfordpc@yahoo.co.uk)**