

Calne Without Parish Council

Post of PARISH CLERK (part time)

Salary £20,092 - £22,183 pro rata (depending upon experience and qualifications)

About Us

An exciting opportunity has arisen within the Calne Without Parish Council for a Parish Clerk. Calne Without Parish Council is an active, forward thinking council with a modernising agenda and a precept of £29k and Community Infrastructure Levy Funds of over £120,000. The parish covers the attractive rural area surrounding the town of Calne and includes the historic Bowood House Estate. It has a population of over 3,000 people, the main population centres being the villages of Derry Hill, Studley, Lower Compton, Calston and Stockley. The Parish Council has 15 councillors representing 5 wards and meets ten times a year at Derry Hill. The Council has elections on 6th May and will have a shortfall of Councillors which it will be seeking to rectify through co-option. The Council aims to represent the local community, deliver services that meet local needs and improve the quality of life within its communities. A Neighbourhood Plan was made jointly with Calne Town Council in 2018 to cover the whole Calne and Calne Without area and is currently beginning review.

Our current Clerk has worked for the Council for 3 years and leaves on 21st May, resulting in this vacancy.

About the Job

The clerk is the professional, independent officer to a statutory body which spends public money and Calne Without Parish Council sees this role as critical to the effective running of the Council. An efficient, professional clerk who can advise and support the Council is the most important aspect of a well-organised and successful parish.

The clerk is the principal executive of the Council and is the officer responsible for the administration of the financial affairs of the parish. The clerk is the Council's only employee and as such plays a crucial role in maintaining the continuity and efficiency of the Council.

The clerk is required to give independent and clear guidance to councillors, including the chair, before decisions are reached even when that guidance may be unpopular and/or contrary. The clerk offers advice and guidance on governance, ethical and procedural matters. The clerk must also liaise with the Monitoring Officer at Wiltshire Council on any ethical issues in relation to the councillors' Register of Interests.

The clerk works for the Council in an independent and objective way, taking instructions from the corporate body but always recognising that the Council is responsible for all decisions. The clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of Calne Without Parish Council's Proper Officer. In addition, the Clerk is the designated "Responsible Financial Officer" and administers all aspects of financial accounting including drafting and monitoring budgets, producing monthly accounts and preparing information for audits and VAT.

This is a part time post, that will average 13 hours a week, mainly working from home but also requiring attendance at the monthly parish council meetings, the annual Parish Meeting and occasional committee meetings. The salary is in accordance with the National Joint Salary Scale salary points 7 to 12 depending upon experience and relevant qualification. The Council can contribute to the costs of telephone and internet access.

The council is committed to providing training to allow the clerk to acquire the necessary, up to date professional knowledge to efficiently manage the council's affairs. It will require the clerk to attend courses and seminars, (funded by the Council) on the work and role of the parish clerk.

About You

You will have a flexible, self-motivated outlook and you should be confident with minute taking, dealing with correspondence and communicating effectively with the public. A working knowledge of Parish Council procedures and administration is required in addition to competence with business software, management of the website and social media. You must have good literacy and IT skills and you must be able to show how you act with integrity, discretion, objectivity and impartiality.

As the Responsible Financial Officer, it is vital that you can demonstrate good numeracy and financial skills. It would help if you have at least two years' experience of local government and council administration but if don't have this then convince us you're the right person for the job!

As this is a customer facing role you must speak fluent English.

You can download the full **job description** and the **application form** [here](#)

You should email your completed application form, together with any supporting material such as a CV, to:
clerk@calnewwithout-pc.gov.uk

The closing date for applications is 21st May 2021 and any correspondence received after this date will not be considered.

Interviews will be held in June on dates to be agreed.

A decision will be made quickly with the intention of appointing the new Clerk as soon as possible.