

CANNINGTON PARISH COUNCIL

PARISH COUNCIL CLERK VACANCY

Cannington Parish Council is seeking a highly organised and committed person to undertake this key role which is responsible for all the day-to-day organisation and management of the Council's services and finances.

Mainly based in the Parish Council Office we are looking for an enthusiastic, flexible and a community-focused person with excellent administrative, inter-personal, accounting and IT skills. An understanding of local authority organisation and management, although not essential, would be an advantage.

Working closely with the Chair and nine other councillors, the work is very wide ranging. Some evening work is required, for example attendance at the monthly parish council meetings

The successful candidate will receive training during a managed handover process. Subsequently, training courses will be available from the Somerset Association of Local Councils (SALC) and an opportunity to study for the Certificate in Local Council Administration (CILCA) will also be available.

Please email the clerk at canningtonparishcouncil@cannington.org.uk for further information and an application pack (including a job specification and a person specification).

Salary Grade: Dependent on experience SCP 18-28; £15.84-£19.66 per hour
Hours: 20 hours per week
Location: Cannington, Nr Bridgwater TA5 2HP
Reports to: The Parish Council
Closing date: 20 December 2024

Cannington Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.