



CONDOVER PARISH COUNCIL

NOTICE JOB ADVERTISEMENT

VACANCY FOR CLERK AND RESPONSIBLE FINANCE OFFICER

Condover Parish Council, south of Shrewsbury, is looking to appoint a Parish Clerk /Responsible Finance Officer (RFO).

Condover Parish Council is a rural and friendly council covering the four villages of Condover, Dorrington, Stapleton and Ryton.

The role will be based in the Council Office in Dorrington. Some evening work will be required to attend Parish Council meetings, and there may be ad hoc “out of hours” or weekend work.

The salary is based on 12 hours per week and will be calculated according to the National Joint Council for Local Government Services (NJC) rates dependent upon qualifications and/or experience but will be within the range of SCP 18-23 (£15.84 - £17.29), with mileage reclaimable at 0.45ppm.

The candidate should ideally have some local government knowledge or experience of working within this sector, but more importantly demonstrates an interest in the parish with a dedication to delivering services to residents and implementing the aspirations of the parish council.

Applicants should be proficient with well-developed IT skills, enabling use of internet, emails, word processing, financial spreadsheets, website administration and social media. Good written and oral communication skills are required, and candidates must either possess or be willing to study for an appropriate local council qualification eg. CILCA. Opportunities for career development for relevant qualifications and training will be made available to the successful candidate where necessary.

More details can be obtained from the attached job description.

If this is of interest to you, and you want to apply for the role, please contact the Clerk via email condoverpc@gmail.com with a letter of application, setting out your relevant experience and qualifications.

Closing date for receipt of applications is Friday 10th January 2024
