

OVER PEOVER PARISH COUNCIL VACANCY FOR CLERK

Over Peover is a small rural Parish. The Parish Council is forward thinking and seeks to maintain the beauty and tranquillity of the village while at the same time improving the quality of life and Parish facilities and services.

The Parish Council holds certain duties and responsibilities in law and is responsible for a budget of taxpayer funds and external grants.

The role of the Parish Clerk is vitally important to the effective, and legal, operation of the council. The Parish Clerk is the only salaried official of the Council.

The Parish Clerk co-ordinates and oversees a wide range of Council activities such as planning monthly meetings, minute taking, recording financial transactions, receiving details of planning applications, putting together the end of year accounts as well as monthly finance reports and bank reconciliation. The role also includes administration of our Village Hall, Educational Foundation and the Parish Council Facebook site and web site.

The post is part time amounting to 20 hours per month with a salary in the range of £2800 to £3000 per annum depending on experience. The salary is based on local council pay scale LC1 grade 18-22.

The clerk will work from their home, be the primary point of contact for the Council and working with the councillors will set agendas for the council monthly meetings of which there are 10 per year. Normally meetings take place in the evening. The Clerk would be expected to attend these meetings.

Computer skills are essential to achieve the varied communications required by a forward-looking local council. Knowledge of local council procedures would be desirable but is not essential. A more detailed job description is available by emailing doylekathym@gmail.com

Applications should be made in writing by post or email to the Chairman of Over Peover Parish Council at the address below by 24th August 2018 with your c.v. and a covering letter highlighting any relevant qualifications, experience and/or interests which you feel would make you right for this job and naming two referees. Appointment will be subject to a three-month probationary period.

Kathy Doyle
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Over Peover, Nr. Knutsford,
Cheshire WA16 8UR or email doylekathym@gmail.com