

# HOLMES CHAPEL PARISH COUNCIL

## VACANCY

### PARISH CLERK

**Salary Range - LC2 – SCP 30-34 (£27,358 - £30,756) depending upon experience  
(Hours flexible to suit - between 30 to 37 hours per week)**

Holmes Chapel is a vibrant village situated in the Borough of Cheshire East Council close to junction 18 of the M6 Motorway. The Village has a rural character, a small retail centre and as a Local Service Centre provides many of the facilities and infrastructure required by the surrounding communities. The Council delivers a diverse range of services to its electorate including the provision of the Holmes Chapel Community Centre through which it promotes the well-being of the local community and the village as a focus for the surrounding areas.

The Council has been awarded Quality Gold status which reflects the achievements of recent years in establishing an effective service for its residents.

The Council is seeking to appoint a Parish Clerk with the relevant experience and leadership qualities to be able to undertake the varied responsibilities of this key position. The Parish Clerk is supported by a part-time Administrative Assistant. The job will require a flexible approach to working hours to fit in with the business of the council and where appropriate, home working arrangements will be available to suit the requirements of the Parish Office. The Parish Office is in the centre of the village and we encourage residents to use this as focal point for addressing issues and concerns about local facilities.

The successful candidate will be expected to demonstrate leadership, administrative, financial, staff management and interpersonal and organisational skills, have a high level of computer literacy, together with an ability to forge strong partnerships within the community and business sectors. He/she will manage the council's statutory requirements in accordance with local government best practice standards and ensure the effective implementation of council decisions including the role of Responsible Financial Officer.

He/she must have a sound knowledge of current local government legislation and governance and have experience of working with Council members and its Committees. He/she will hold a Certificate in Local Council Administration (CiLCA) or be prepared to achieve it within 12 months. This is a requirement to maintain the Parish Council's Quality Gold status.

#### Main Functions of the Post

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and, to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement them constructively.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances. A significant aspect of the role will be to manage the Parish Council's interest in the Holmes Chapel Community Centre. The Parish Council own the site and are responsible for the external structure of the building and the site grounds.

The closing date for receipt of applications is Monday 31 December 2018. Interviews are likely to be conducted mid to late January 2019.

For an informal discussion please contact Brian Bath, Chairman Holmes Chapel Parish Council on 07768 218194.

An application pack will be sent to candidates. All applications should be sent to:

Sue McKay, Administrative Assistant, Holmes Chapel Parish Council  
1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ

Or email; [admin@holmeschapelparishcouncil.gov.uk](mailto:admin@holmeschapelparishcouncil.gov.uk) Or telephone 01477 533934