



# Prestbury Parish Council

## Vacancy for an Assistant Clerk

**Location:** Mostly working from home but attendance at some meetings and other visits to Prestbury are required. A laptop and printer will be provided.

**Hours:** 10 per week (to be reviewed after successful completion of the induction period) worked flexibly with evening meetings (usually one, sometimes two a month) and very occasional weekend work.

**Rate:** SCP 7 to 14 depending on experience (£24,294 to £27,334) per annum pro rata based on a 37-hour working week.

**Reporting to:** Parish Clerk and Responsible Financial Officer.

Applications are invited for an enthusiastic and self-motivated person to fill the role of Assistant Clerk to Prestbury Parish Council. This is a varied and exciting position suiting an applicant with a positive attitude and a desire to train and develop. The job is more than just deskwork as the successful applicant will be encouraged to be innovative and to enjoy working within the community. The successful candidate will be expected to support the clerk with duties to include:

- To assist with the administration of Council Meetings including preparation of agendas and minutes.
- To assist with administrative tasks including maintaining paper and electronic files, preparing reports to Council, dealing with correspondence and enquiries and overseeing the maintenance of assets.
- To assist with maintaining the Council's website and social media.
- To assist with maintenance of the Parish Council's finances and assist in preparation of accounts for annual audit.
- To advise and support Councillors including with research sometimes required to progress projects.
- To work with the community of Prestbury and to help organise events.
- To liaise with Cheshire East Council and other organisations such as the Cheshire Association of Local Councils as required.

Local Government experience would be a benefit but is not essential. Support and Training in all aspects of the job will be offered. A high degree of computer literacy and excellent communication skills are essential.

The successful candidate will be expected to hold the Certificate in Local Council Administration (CILCA) or be willing to undertake to work towards this qualification.

*Please contact the clerk on 07735 878606 or email [clerk@prestbury.gov.uk](mailto:clerk@prestbury.gov.uk) to learn more about the role or to request a job description and person specification.*

*Documents are also available on the website: [www.prestbury.gov.uk](http://www.prestbury.gov.uk). To apply, please send a cv and covering letter to reach the Parish Council by the closing date: 5:00pm Thursday, 29<sup>th</sup> February 2024.*