



**AUDLEM**  
PARISH COUNCIL

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**Parish Clerk/RFO**

**20 hours per month**

**Salary: 15.21 – 17.16 per hour depending on experience**

**Overall Responsibilities**

The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications, required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function 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 in particular to produce all the information required for making effective decisions and to implement constructively all decisions. 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 the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Candidates must have access to reliable internet connection and transport if they live outside of the village of Audlem. Candidates should have some knowledge of the local area and live within 10 miles of Audlem Parish. Excellent administration and communication skills are required (both in person and digital), as well as experience of word processing and spreadsheets.

Evening meetings of the Council are held on the first Monday of every month and the Clerk must prepare agendas, minutes, accounts, budgets, correspondence and any other reports needed for each meeting, attend the meeting and take minutes.

The Clerk must also be available for meetings of the Council's Village Management and Finance Committee meetings.

The ideal candidate will hold either the CILCA or ILCA qualification or be prepared to acquire the necessary professional knowledge for the efficient management of the affairs of the Council

Please e-mail your CV along with a covering letter outlining your suitability for the role to [parishcouncil@audlempc.co.uk](mailto:parishcouncil@audlempc.co.uk).

Closing date Friday 2<sup>nd</sup> August 2024