



**CHURCH  
LAWTON**  
Parish Council

## Vacancy for an Assistant Clerk

**Location:** Mostly working from home but attendance at some meetings is required. (During the Covid-19 restrictions, meetings are by Zoom.) A laptop and printer will be provided.

**Hours:** 20 hours per month worked flexibly with evening meetings (usually one, sometimes two a month) and occasional weekend work.

**Rate:** SCP 7 to 12 depending on experience (£20,092 to £22,183 per annum pro rata)

**Reporting to:** Parish Clerk

Applications are invited for an enthusiastic and self-motivated person to fill the role of Assistant Clerk and Finance Officer to Church Lawton 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 with the community. The successful candidate will be expected to assist the clerk with the following:

- To arrange, publicise, and attend Council Meetings including preparation of agendas and preparing minutes.
- To attend to administrative tasks including maintaining paper and electronic files, Facebook, the Town Council website, annual review of all parish policies, newsletter production, preparing report to Council, dealing with correspondence and enquiries and overseeing the maintenance of assets
- To maintain and report the Parish Council's finances and assist in preparation of accounts for annual audit.
- To advise and support Councillors including research required to progress projects.
- To work with the community of Church Lawton 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 is desirable but 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 required.

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 01270 883978 or [clerk@churchlawton-pc.gov.uk](mailto:clerk@churchlawton-pc.gov.uk) to learn more about the role or to request a job description, person specification and application form. Closing Date: 8<sup>th</sup> January 2021. Alternatively, applicants can write to: Rose Villa, Foden Avenue, Alsager, Stoke-on-Trent, ST7 2PT.*

Interviews will be held soon after and will be conducted remotely via Zoom.