



WITHERLEY PARISH COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER (Role could be split for right candidate)

Pay will be determined on experience

Part-time (15 hours per week)

If you have an interest in supporting our forward thinking Council to develop and deliver timely, quality, and innovative services to the local community, this post is the one for you.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered, and decisions effectively implemented whilst developing healthy working partnerships with key local and regional partners.

The ideal candidate will have an administrative background and be suitably qualified (ideally with, or be willing to, obtain CiLCA - the Certificate in Local Council Administration). We are seeking a highly motivated, enthusiastic and community focused individual. You will bring sound leadership, excellent administrative

skills, communication, IT, financial and organisational skills, and need to be flexible in your approach and able to meet clear deadlines. Experience of Microsoft Office is essential.

We offer excellent nationally based terms and conditions of employment for this post which will involve working from home plus attending evening meetings within the community.



For an application pack, please go online:

www.witherleyparishcouncil.gov.uk

or email: clerk@witherleyparishcouncil.gov.uk

Closing date for applications: Midday on Friday 23 May 2025

Witherley Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.