Wembdon Parish Council

Position of Parish Clerk and Responsible Finance Officer

Salary Scale: Grade LC2, Spinal Column Point 24 – 28. Currently £33,024 - £36,648 pro rata

Hours: 24 hours per week

The Council is looking for a suitably experienced and knowledgeable person, to be appointed to the role of Parish Clerk and Responsible Finance Officer. The successful applicant will hold the CiLCA qualification or be prepared to achieve this qualification as soon as practicable, and in any event prior to April 2027.

Wembdon is a parish in the unitary authority of Somerset, adjoining the town of Bridgwater. Wembdon has a population of approximately 2,200 adult residents. This is due to rise in the next few years following the completion of a major housing development in the parish. The Council's precept for 2024/25 is £130,992.

The Parish Clerk will be responsible for ensuring that the Council's statutory meeting and decision-making functions and financial processes are carried out efficiently and effectively. There are currently no supervision responsibilities attached to this role. The role will be home based, with the successful applicant providing a home office. A laptop, printer and mobile phone will be provided. A tax-free homeworking allowance of £26 per month will be paid. Attendance will be required at meetings, which are normally held in Wembdon. Reasonable travel expenses will be paid when the Parish clerk is required to carry out duties in Wembdon.

Applicants must be able to demonstrate that they have relevant experience with a track record of service achievement and innovation, commitment to public service, be community focused, and have sound communication and organisational skills.

This is a permanent position subject to a satisfactory 6-month probationary period.

For further details of this position please contact the current Parish Clerk on 07859 911204. Application packs are available by emailing clerk@wembdon.org

Closing date for applications is **5pm on Friday 6th September 2024.**