



Vacancy for Parish Clerk/RFO

Heath Hayes Parish Council is an active council at the heart of the local community and is seeking to appoint a multi-skilled, flexible and enthusiastic person to take on the role of Parish Clerk and Responsible Financial Officer.

The post is part time (20 hours per week including some evening meetings and events) and will be based at the Heath Hayes & Wimblebury Parish Office based in Hayes Green Community Centre.

The salary scale will be LC1 SCP range 29-32 (£37,336 - £40,221 pro rata) depending on experience. The Parish Council offers a Local Government Pension and generous holiday entitlement.

Duties will include, overseeing the statutory obligations of the council; controlling the council's finances, budgeting and audits; management of the council assets; leading some council projects and partnering with local organisations.

Applicants should be able to demonstrate excellent communications, organisational and administrative abilities; IT literacy and, either a good understanding of local government, or be able to show the potential and willingness to learn with training.

Applicants will be expected to either hold the Certificate in Local Council Administration (CILCA) qualification or achieve this within 24 months of commencement.

Application will be by either by post or email with an attached curriculum vitae, the closing date is Thursday 21st March 2024.

To apply for the post please e-mail the clerk at: clerk@hhandw.org.uk or alternatively post to Heath Hayes & Wimblebury Parish Council, Hayes Green Community Centre, 11 Hawks Green District Centre, Heath Way, Heath Hayes, Staffs, WS12 3XP.