



**Winnersh
Parish
Council**

JOB ADVERT

WINNERSH PARISH COUNCIL

Finance Officer & Assistant Clerk (part-time 16 hours/ week)

Winnersh Parish Council, located close to Wokingham in Berkshire, has an exciting opportunity for someone who would like to join us as our Finance Officer & Assistant Clerk. The salary is £9,785 per annum for 16 hours/week plus 22-days holiday per year. You would also be able to join the local government pension scheme.

Accounts including invoicing, payments, bank reconciliation, payroll and budget monitoring are all key aspects of the role and we have recently streamlined our processes, now use RBS Rialtas software for managing our accounts, facility bookings and allotments. Experience of using RBS Rialtas would be desirable but is not essential as training would be provided.

Helping to promote and deliver high quality services and facilities to the communities of Winnersh and Sindlesham that we serve is also a key element of the role.

The council has embraced the Climate Change Emergency and is committed to reducing carbon emissions. Plans to help achieve that are being developed.

The health of our community is also important, and the 11-acre Bearwood Recreation Ground is a perfect place for our residents and visitors to enjoy some relaxation and exercise. We also have a new outdoor gym that was installed earlier in the year.

We care about our environment and work with our community and partners to develop ways in which we can improve that. For example, we have recently adopted our two railway stations (Winnersh and Winnersh Triangle) and will help make the stations and environs more attractive for our residents, commuters, and visitors.

We have a very popular community centre that is used by a wide range of regular and casual hirers and we are currently exploring how this, and our other facilities, could be developed in response to what the community are asking for.

Whilst not essential, experience in local government and the public sector would be an advantage. Just as importantly, we will be looking for someone who has a 'can do' attitude, a flexible and creative approach, and a willingness to take on challenges.

Further information, and an application form, is available from our Parish Clerk, Philip Stoneman, by emailing clerk@winnersh.gov.uk Alternatively, you can download the job details and application form from www.winnersh.gov.uk

The closing date for applications is **noon on Monday 15 November 2021**. Applicants that have been short listed will be notified by Friday 19 November and interviews will be held during week commencing 29 November.