



**Winnersh
Parish
Council**

JOB ADVERT

WINNERSH PARISH COUNCIL

Assistant Parish 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 become our Assistant Parish 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. We have recently streamlined our processes using RBS Rialtas software for managing our accounts, facility bookings and allotments. Experience of using this software would be desirable but is not essential as training can 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 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.

Our popular community centre 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.

Local government experience would be an advantage but is not essential. Importantly, we are looking for someone who has a 'can do' attitude, a flexible and creative approach, and a willingness to take on challenges. We are willing to be flexible on days/hours worked and would consider requests for job sharing if you have a particular preference for just finance or admin/committee clerk work.

Further information, and an application form, is available from Philip Stoneman, our Parish Clerk, 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 receipt of applications is **noon on Monday 7 February 2022**.