

JOB ADVERT

WINNERSH PARISH COUNCIL

Parish Clerk and Responsible Financial Officer (RFO)

Winnersh Parish Council, located close to Wokingham in Berkshire, has an exciting opportunity for someone who would like to become our Parish Clerk & RFO. The salary is within the range £33,486 to £37,568 (SCP 29-33) per annum for 37 hours/week.

Benefits include 22-days holiday per year and membership of the local government pension scheme.

Key responsibilities include managing a small team of staff, advising the parish council in their legal responsibilities, preparation and monitoring of budgets, project management, clerking a range of council meetings, and playing a leading role in the strategic direction of the council.

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 and 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.

The successful applicant will hold, or be prepared to work towards, the Certificate in Local Council Administration (CiLCA).

Further information, and an application form, is available from Joanne Yeomans by emailing joanne.yeomans@winnersh.gov.uk or calling 0118 9780244. 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 Tuesday 4th October 2022** with interviews being held week beginning Monday 10th October.