

# JOB VACANCY

## Wraxall & Failand Parish Clerk and Responsible Financial Officer



**Salary: Grade LC2 (Spinal Column Point 20 – 23)**

Currently £31,586 - £32,654 pro rata

**Hours:** Hours and final rate are negotiable based on qualifications and experience, fully flexible working aside from a fixed monthly evening meeting.

**Wraxall & Failand Parish Council is seeking an enthusiastic and highly motivated individual who would enjoy a flexible and varied role supporting its diverse and friendly team.**

The Parish Council deals with a wide range of local matters, including:

- Care of parish public spaces including two play areas and bus shelters.
- Maintenance of village assets including street furniture and footpaths.
- Receiving and commenting on planning applications.
- Liaison with North Somerset Council and Highways authorities on local roads and public transport.

### **Responsibilities**

To ensure that all statutory and other provisions governing the running of the Council are observed. Posting agendas and documents ahead of monthly Parish Council meetings. Attending monthly meetings and taking minutes.

Providing general support to the council, including but not limited to:

- Liaising with suppliers to manage contracts and payments.
- Preparing and monitoring the Parish Council budget and audit processes.
- To monitor the Council's policies and recommend updates when appropriate.
- Manage the Parish Council Website.
- Communicating with residents, North Somerset officers and other stakeholders as required.

### **Skills and experience**

- Strong communication skills, both written and verbal, are critical for this role.
- Good IT skills are required, including the use of Microsoft Office suite or similar package.
- Good time-management skills and the ability to prioritise tasks independently.
- Confident in book-keeping processes and setting budgets.
- Research skills and finding an evidence-based solution to problems.

Previous experience in a similar role would be useful but not essential, individuals with no previous experience will be considered and training provided to achieve CiLCA qualification with the support of the Avon Local Councils Association.

For more information and to apply, please submit your CV and a cover letter to the current Clerk Tony Jay: [clerk@wraxallandfailandpc.gov.uk](mailto:clerk@wraxallandfailandpc.gov.uk) Applications are to be submitted by the 20th January 2025.

Please click [here](#) to find out more about Wraxall & Failand Parish Council.