

Vacancy for Streatley Parish Council Clerk



Applications are now welcome to fulfil the role of Clerk to the Streatley Parish Council when the position becomes vacant at the beginning of April 2023. This part-time position requires approximately 12.5 hours per week which can generally be expended at times to suit the post holder.

This responsible position includes the following principal duties:

- Close liaison with Councillors, particularly the Chairman, regarding Council business arising between meetings
- Advise Council as to policy-making and source information necessary for Council analysis and proper decisions
- Acting as the focal point with West Berkshire Council on matters concerning planning applications and highways
- Attendance and accurate recording of Minutes of Meeting at monthly Parish Council Meetings in the Morrell Rooms for Chairman review and publication
- Development of official letters and emails for Chairman review and publication as necessary
- Ensuring that Council instructions are issued in a timely manner and expedited accordingly
- Maintenance of a true and accurate record of the Council finances against annual budgets
- Maintenance of action logs and expediting of Councillor actions
- Actively engage in the inspection and information gathering of Council managed assets in the Parish

The position best suits a person actively interested in understanding and maintaining the effective operation of Parish business for the benefit of the residents and a reasonable knowledge of MSWord and Excel simple spreadsheets is required.

A salary is to be agreed with the successful candidate as established in the National Agreement for Part Time Officers of Local Authorities commensurate with capabilities and experience of work similar to the above position description.

Streatley Parish Council is committed to Equal Opportunities and invites applications from suitable candidates irrespective of age, gender, sexual orientation, disability, race or religion.

Persons interested in this position should contact the Parish Council Chairman, Colin Smith, either by email or telephone. Email: colin.smith@streatley.org. Tel: 07917 271172.

Closing date for applications is 31 January 2023 with interviews conducted during February/March 2023.