



## JOB ADVERTISEMENT

Clerk/Responsible Financial Officer

Bayston Hill Parish Council are an innovative and forward-thinking parish council based South of Shrewsbury in the county of Shropshire with a proud history of partnership working.

Our committed and enthusiastic team of up to fifteen councillors and six full and part time staff deliver a variety of services to our community including the Bayston Hill Youth & Community Centre, Lythwood Sports Complex, Community Events, Play Areas and Environmental Services.

We are seeking an experienced professional to lead the parish council. You will be the Proper Officer of the council and have a statutory duty to carry out all the functions required by law. You will be responsible for ensuring the council receives the advice and information it requires to ensure good governance. You will support the council, staff and volunteers in the delivery and development of services for the community working in partnership with others where appropriate.

**NJC Pay scale:** SCP 26 to 28  
**Salary:** £30,451 to £32,234 dependent on experience and qualifications  
**Hours:** 37 per week to include evening and weekend work

### About You:

You should have strong leadership skills and experience of working in Local Government within a community setting. You will be able to demonstrate a sound understanding of the issues facing Parish Councils and the opportunities and challenges this presents. You will be passionate about making a difference and have the skills to work creatively to ensure the best outcomes for the Parish Council and the community. Ideally you will have the CiLCA qualification or you should be prepared to study towards it.

For an informal chat please contact, Mr Shaun Jones our Locum Clerk –

[clerk@baystonhillparishcouncil.org.uk](mailto:clerk@baystonhillparishcouncil.org.uk)

For an application pack and further information on the council go to

[www.baystonhillparishcouncil.org.uk](http://www.baystonhillparishcouncil.org.uk)

We will only accept completed applications forms; please do not send your CV.

Deadline for receipt of completed applications is **5pm on Friday 17<sup>th</sup> September 2021**