



Vacancy for Clerk & Responsible Finance Office

Applications are invited for the position of Clerk and Responsible Financial Officer at Church Aston Parish Council.

Church Aston is a civil parish in the borough of Telford & Wrekin which was formed in 1894. Church Aston Parish Council is in the first tier of local government. The parish council consists of ten Councillors; the council plays a vital role in representing the interests of the local community.

Preferably, we are seeking an experienced Clerk or someone who has worked within a Town or Parish Council environment to lead the 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 should have strong leadership and management skills and preferably experience of working in Local Government. You will be responsible for ensuring the council receives the advice and information it requires to ensure good governance. We are looking for a highly motivated and community focused individual to take the lead on the council projects.

Duties include: the preparation of agendas, minutes, accounts, payroll, pensions and PAYE, management of staff, budgeting, invoicing and payments, report writing, allotments management, event management, streetlighting, general administration, liaising with other organisations and members of the public.

The salary is based on 10 hours per week and will be calculated according to the National Joint Council for Local Government Services (NJC) rates dependent upon qualifications and/or experience but will be within the range SCP 18-20 £31537-£32597 pro rata, including a telephone and mileage allowance, the 10 hours will generally be on a working from home basis.

Attendance is required at the parish council meetings held in Church Aston Village Hall on the first Monday of every month, except August. The Post holder can also Clerk committee's and other meetings as and when called.

For an application pack or an informal discussion please phone the Clerk, Mrs W Tonge 07403284513 or email clerk@churchastonparishcouncil.gov.uk

Applications must be received by 30/09/2025, interviews are expected to commence week of 06/09/2025 with an ideal start date being November 2025.