

### **Chilton & Little Waldingfield**

**Salary:** SCP 23 – £14.38 depending on qualification & experience for either Council

**Hours:** 8 hours per week for Chilton –

5 hours per week for Little Waldingfield

For two small but busy parishes in the Babergh District Council area. The two parishes are Chilton and Little Waldingfield, geographically they are about three miles apart, situated to the north and east of Sudbury, both with populations currently 360/375 people.

Applications are invited for the posts of Clerk and Responsible Finance officer for the two parishes. Each post is separate but they are advertised together to make the posts attractive to the applicant who may wish to take on a slightly greater number of hours per week, but each post could be applied for separately.

The post is part time: 8 hours per week for Chilton Parish and 5 hours per week for Little Waldingfield, working from home. Hours are generally flexible but include travelling to council meetings, which are generally in the evenings. Own transport is essential, for which mileage is paid.

The salary will be paid in accordance with the National Joint Council Salary Scale rates and will reflect the applicant's skills and experience.

The clerk to the Parish Council will be the proper officer of each respective Council and as such will be responsible for ensuring that they comply with all their statutory and audit responsibilities: that correct procedures are followed and to advise Councils to ensure that they act within their powers.

The Clerk will be the Responsible Financial Officer for each Parish Council, responsible for administering their accounts including paying invoices, managing budgets and completion of accounts for annual audit.

Ideally the successful candidate will be a qualified clerk, or be prepared to study for an attain the Certificate in Local Council Administration (CiLCA) qualification within the first 12 months in post and be able to demonstrate good knowledge of local government procedures, finance and law.

A good working knowledge of IT systems including Microsoft Office, email and online document management is required, computer equipment will be supplied. Experience with online banking and accounts management is essential.

The role for each Parish includes:

To advise the Council on all aspects of its work, to ensure it conducts its business lawfully

To manage all Parish Council administration and correspondence  
To arrange, publicise and attend all Parish Council meetings  
To compile agendas in consultation with the appropriate members, and produce the minutes for meetings for approval  
Management of the Council website  
To ensure that the Council's obligation for risk assessment and management are properly met  
To act as representative of the council as required  
To review all Parish Council policies including Standing Orders & Financial Regulations  
To maintain Parish Council files; paper and electronic

If you have any questions or to apply please contact:

Chilton Parish Council – Tony Foster, Vice Chair on 07787 048860 or email  
[foster8822@gmail.com](mailto:foster8822@gmail.com)

Little Waldingfield Paris Council – Chris White, Chair on 07541 133535 or email  
[cwhite.lwpc@outlook.com](mailto:cwhite.lwpc@outlook.com)