**Job Opportunity**

 **Chief Officer (Parish Clerk and Responsible Financial Officer)**

**Salary:** SCP 33-36 (£41,418 - £44,428 pay award pending)
**Location:** Shavington-cum-Gresty Village Hall, CW2 5DP
**Employment Type:** Full-time, Permanent (Hybrid working)
**Benefits:** Cheshire Pension Fund, 25 days holiday (+1 day per year of service, up to 30 days) plus bank holidays

Shavington-cum-Gresty Parish Council is seeking a dynamic leader for the role of Chief Officer (Parish Clerk and Responsible Financial Officer). This is a pivotal position responsible for driving the council's strategic vision, managing finances, overseeing council operations, and leading staff.

**Key Responsibilities:**

* Provide strategic leadership and guidance to the council
* Manage council finances, budgets, and audits
* Ensure compliance with all legal and statutory requirements
* Lead communication and marketing strategies
* Oversee and mentor council staff

**About You:** We are looking for someone with leadership experience in local government or a similar environment, strong financial management skills, excellent communication abilities, and a proactive approach.

**How to Apply:** Submit your CV and cover letter **by midnight on 3 November 2024** to clerk@shavingtononline.co.uk.

**Interview Dates:**

* **First Interviews:** Week commencing 18 November 2024 (online)
* **Final Interviews:** 27-29 November 2024 (in person)

For more details, please contact the current Clerk at clerk@shavingtononline.co.uk or visit [www.shavingtononline.co.uk](http://www.shavingtononline.co.uk).

The full job description and person specification can be found in the application pack.