

Headon-cum-Upton, Grove and Stokeham Parish Council
Clerk to the Parish Council
14 hours per calendar month

Pay

Salary: negotiable on NJC Scale LC1 from £9.34 per hour

Additional £100 per annum 'office allowance' for working from home

Duties

Preparation of agendas, taking of minutes of 10 monthly evening meetings per annum (normally the first Monday of the month), dealing with all correspondence and communication, maintaining accounting records including the preparation of annual accounts, ensuring 'transparency' of all council affairs via internet, newsletter report, public notices and guiding members on procedures and legislation

Please email your CV and letter of application to: headonpc@gmail.com

Closing date for receipt of applications Monday 25th June

If you would like an informal chat about the job please contact David Landon on 01777 248282 or by email to david@thorpe-house.com