

VACANCY

PARISH COUNCIL CLERK FOR WOULDHAM

20 Hrs per week. Council pay scale SCP10-SCP17 (£10.79-12.39ph) depending on experience.

JOB DESCRIPTION

General administration for the Parish Council

Someone who has the ability to communicate easily and clearly with councillors, residents, local authorities and other agencies. Therefore, we need someone with excellent administrative and numeracy skills and able to work on their own initiative, be well organised and have good interpersonal skills, a high level of computer literacy is also expected.

Arranging and minuting the monthly council meeting and possibly external meetings so must have access to a car, mileage will be paid.

Handling the Parish Council's finances and ensuring all necessary statutory and regulatory disciplines are followed. This involves work on excel, keeping records and being open and transparent.

Salary will be dependent upon experience and qualifications and although previous experience as a Parish Clerk is desirable, appropriate training can be provided.

This job may be from home or in the PC office in the village.

The appointment will be subject to successful completion of a 3-month probationary period.

To apply please send CV and covering letter to:

clerk@wouldhampc.co.uk

CLOSING DATE July 9th 2021