

CHEW STOKE PARISH COUNCIL

Vacancy for Parish Clerk

This is a varied and interesting role working mainly from home, attending monthly meetings and occasional additional meetings, requires excellent administrative skills, including producing agendas, recording and presenting minutes in a timely and professional manner and liaising with Parish Councillors, official bodies, suppliers and Parishioners.

A high level of IT literacy, including word and excel is essential, as is access to the internet from home.

The Clerk is the Responsible Financial Officer, hence good numeracy is required.

Previous experience is not essential as training will be given.

The hours are 20 per month, with flexibility required to work extra hours in order to meet the demands of the role.

The hourly rate is in line with the National Salary Award to Local Council Clerks currently £8.34 per hour (scp 15). Expenses are paid for the use of home telephone, printing and other sundries.

Applications are invited in writing including CV via e-mail to the Chair@chewstoke.org.uk.

The closing date is 20 October 2011.

Interviews will take place week commencing 24 October and will be carried out in the evening.