



### **Clerk to the Parish Council**

**Salary** £9.77 per hour (in accordance with nationally agreed scales)

Any town Parish Council seeks a confident person with an interest in the local community for the post of Clerk to the Parish Council from 1<sup>st</sup> January 2021. The Clerk is responsible for managing the Council's day to day business, providing advice, and implementing decisions. The Clerk is also the councils Responsible Financial Officer.

Applicants will need to be computer literate, able to prepare council agendas and record minutes, be familiar with book keeping / financial procedures and be able to correspond with external organisations on behalf of the Council.

Working hours are about *8 hours per month*. With the exception of meetings attendance, the post holder will be expected to work from home and will be provided with a computer. The Council meets in the evening on *the second Tuesday* of each month, with other meetings being called as required. Formal training and plenty of help and advice will be available.

For an informal discussion, and an application form and job description, please contact the Chairman, Bob Jones, on 07710 063003 or email bob.e.jones@hotmail.com

Applications should be sent, marked "Private and confidential", to the following address by no later than 30<sup>th</sup> November to Ryan McCully, 2 High Croft, Moss Side, Egremont CA22 2PA