

Mosterton Parish Council

VACANCY FOR PARISH CLERK

Applications are invited for the part-time post of Parish Clerk. The contract is for 24 hours a month, paid in accordance with NALC salary scale SCP 7-12 (£10.44- £11.53), depending on experience. Hourly rate is reviewed annually, with the 2021 pay review still pending.

The Parish Council convenes on six evenings a year (on the second Tuesday of alternate months – Jan, Mar, May, July, Sept & Nov currently). In exceptional circumstance additional meetings are called.

The work involves the preparation of the agenda and papers for the meetings, taking the minutes, following up the action points, keeping accurate financial accounts and the preparation of the end-of-year accounts, publishing documents on the Council's website, liaising with local authorities, other organisations and members of the public, dealing with planning applications and general correspondence.

You can work from home and a laptop and printer will be provided. Expenses can be claimed for telephone/internet usage and any mileage incurred.

Closing date for applications – **Friday 20th August 2021.**

Please apply in writing, including your CV. Please send applications to Cllr Neil Hickman, Chairman, Mosterton Parish Council via email to cllrneilhickman@mostertonparishcouncil.org