

Willington Parish Council

PARISH CLERK VACANCY

Willington Parish Council (near Kelsall) is seeking to recruit a part-time Clerk to provide administrative support to the Council.

The Clerk will be employed in accordance with the NALC/SLCC Terms and Conditions agreement. The position is part time, working an average but flexible 4 hours per week with remuneration according to qualifications and experience.

As Parish Clerk you will be required to work from home using a computer and telephone, and be the public's primary point of contact with the Council

You will be responsible for the administration of all Parish Council business in accordance with Standing Orders, the organisation and administration of all Parish Council meetings (normally six Council meetings per year), and as the Responsible Financial Officer for finance in accordance with financial Standing Orders and the annual audit return.

The successful applicant will have an interest in Parish activities ideally including knowledge of Local Government (although some formal update training will be supported by the Parish Council). Office skills should ideally include the use of a computer and relevant applications, internet, and the production of accounts.

Applications consisting of a statement of experience relevant to the post and a brief CV should be sent to the Clerk at Clerkwillington@aol.com from whom a full Job Description can also be obtained on request.

January 2019