

HIGH BICKINGTON PARISH COUNCIL

PARISH CLERK VACANCY

High Bickington Parish Council is looking for a Parish Clerk to take over from the existing Clerk.

Previous experience as a Clerk or with council work would be an advantage, but it is not essential for the right candidate as training will be offered.

Good communication skills, competence with Word, Excel and e-mailing are essential plus the ability to take accurate minutes of meetings. Management of budget sheets and Council finances is also a key aspect of this role.

The post is for a nominal 26 hours per month, working from home. The salary is in accordance with NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) recommended rate depending on experience and qualifications.

For more information on how to apply and a more detailed job specification please e-mail: highbickingtonpc@hotmail.co.uk.

Closing date for applications is 10 April 2019.