

ASHLEY GREEN PARISH COUNCIL
HAS A VACANCY FOR A
PARISH CLERK
(Parish Clerk and Responsible Financial Officer)

General clerical duties in support of the Parish Council, to include :

- Preparation and circulation of meeting agendas and minutes.
- Attendance at 6 Parish Council meetings per year, and other meetings as required.
- Liaison with councillors, parish warden, public bodies and others as necessary
- Ensuring all information is disseminated to the necessary recipients
- Maintenance of financial records
- Keeping public information up to date on the Parish web site and notice boards.
- Working with councillors, particularly the Chairman, to ensure the efficient running of the Council.

Access to own transport, computer and internet connection required.

Hours of work, 10 hours per week, flexible timing to include daytime and evening meetings where necessary

Salary - Pay Scale 18 (Currently £16.35 per hour) with home working allowance (currently £500 pa) plus expenses.

Closing Time For Applications: 5pm on 26th July

Expressions of interest to:

Geoff Cullingham
Chairman
Ashley Green Parish Council

Email: g.cullingham@ashleygreenparishcouncil.org.uk