



Parish Clerk - Vacancy

Applications are invited for the above post for which the hours are 8 hours per week, paid in accordance with the NJC salary starts at £11.21 per hour with a 3-month probation period.

The successful applicant will be expected to work from home, and a laptop computer and printer will be provided to facilitate this. The Clerk will be responsible for the day-to-day administration of the Parish Council, to advise the Council on legal decision making, dealing with correspondence, preparing agendas and minutes, and attending Council meetings as well as liaison with other local government bodies and other partners. The Clerk is also the Responsible Financial Officer of the Council managing all finances on a day-to-day basis and would be expected to prepare the financial records for audit, in accordance with the audit regulations which apply to Parish Councils.

If you are interested in applying for this position, please contact the Locum Clerk via e-mail clerk@kingmoorparishcouncil.org

Prospective candidates are welcome to contact the Locum Clerk or Chairman Cllr Faulder to discuss the role.

The closing date for applications is 31st December 2023