

Puttenham Parish Council

invite applications for the post of

Parish Clerk

Applications are invited for the position of Parish Clerk, preferably with effect from 17th June 2019.

This is an interesting and varied part-time post for about 5 hours per week, working mainly from home, offering the chance to enable the team of parish councillors to deliver real benefits to our community. Training can be provided if required. The pay will be in line with the national salary scheme for clerks (NALC) based on experience.

Our meetings take place in the evening and are bi-monthly, usually on the first Monday of the month .

The Clerk's duties include preparation of Agendas and Minutes, correspondence and other general administrative duties, liaison with the City and County Councils and other organisations.

The Parish Clerk is also the Responsible Financial Officer and as such will be required to undertake the book-keeping and preparation of annual accounts and returns.

Candidates should be able to work on their own initiative and will need to have good literacy, numeracy and IT skills.

We hope to be able to make an appointment quite soon, to enable a smooth hand-over from the current Parish Clerk but there could be some flexibility over dates for the right candidate.

For further information regarding the role of a Parish Clerk please visit the NALC website. This also explains how Parish Councils work and the roles and responsibilities of and relationships between the Clerk, the Chairman and the Councillors.

Applications, with curriculum vitae to:

The Chairman - Mike Blundell Jones
Puttenham Parish Council
Stile cottage
Seale Lane
Puttenham.
GU3 1AX

Or Email – mblundell2012@gmail.com

Interviews week beginning 27TH May 2019

For further details telephone 01483 810 401