



invite applications for the post of

## ***Part-time Parish Clerk & RFO***

to commence on July 1<sup>st</sup>, 2017.

This is an interesting and varied post, worked mainly from home, supporting an increasingly active parish council.

The position involves working closely with the Chair to produce the agenda and budget and take minutes for our evening meetings (usually 4-6 times a year), all correspondence and financial accounts and manage parish noticeboards.

Although, previous experience is desirable, the successful candidate's flexibility, and positive, can-do attitude, and good interpersonal skills are more important. Good literacy, numeracy and IT skills are required as well as a willingness to attend relevant training courses and continue professional development.

Salary negotiable, 4 hours per week on average. The parish council supplies a laptop and printer for carrying out the council's work.

**A job description and person specification are available to download from <http://mintingandgautby.co.uk/parish-council>**

**Application letter with curriculum vitae, should be sent to:**

[mintingandgautbyparishcouncil@gmail.com](mailto:mintingandgautbyparishcouncil@gmail.com)

Deadline to apply is 1<sup>st</sup> June 2017, and interviews will be as soon as possible thereafter.