

GREAT HOUGHTON PARISH COUNCIL

PARISH CLERK -VACANCY

Applications are invited for the part-time post of Clerk to Great Houghton Parish Council, which is becoming vacant on 30th June 2024

The post is for 24 hours per month. and will involve some evening commitments, especially for the Council's meetings and may include local council connected meetings, seminars and courses etc.

It is predominantly home-based. Pay would be in accordance with NALC scales and reviewed annually. and the scale point will depend on experience. Expenses can be claimed for telephone/internet usage, and any mileage incurred.

Applicants should have excellent communication, numeracy and organizational skills and preferably a qualification or experience in basic finance. Training can be arranged including an introductory course for those new to the role of parish clerk

Closing date for applications is **Friday 17th May 2024** Interviews will be held shortly afterwards.

Application Forms. and full job description can be obtained by contacting The Parish Clerk Tel 01226 709079 or e-mail mfensome@hotmail.com