

# Ashwick Parish Council

## **Parish Clerk Vacancy**

Ashwick Parish Council

Part-time, Permanent

There is a vacancy for a Parish Clerk to look after the administration and finances of Ashwick Parish Council - flexible hours - normally around 26 hours per month. The work entails dealing with correspondence, arranging Parish Council meetings, attending and taking minutes for these meetings and helping to administer the functions of the council. This may involve obtaining quotations for work, issuing purchase orders for services and liaising with suppliers. You will also be required to manage the Council's income and expenditure, tax returns and Annual Audit. You will be required to work from home and can manage your work around other commitments. The candidate will be required to attend one meeting a month that is held in the evening (second Wednesday in the month). The ideal candidate will be self-motivated, very organised and have some secretarial / financial skills. Training is available for successful candidates.

Benefits:

- Work from home opportunities
- Flexible working hours

Salary: starting at £3,900.00 /year (dependent on experience)

For further details or if you would like an informal chat about the role, please contact David Barlow, Chair of the Parish Council, on 07983 162834 or by email at [davidjbarlow@gmail.com](mailto:davidjbarlow@gmail.com)

Applications, including covering letter and CV, should be submitted by email to [davidjbarlow@gmail.com](mailto:davidjbarlow@gmail.com) by 10<sup>th</sup> December 2019.

