

**Job Vacancy
Parish Clerk
(16 hours per month)**

Stillington Parish Council is seeking a motivated individual to be Clerk and Responsible Finance Officer.

Experience in the Administration Field will be an advantage but not essential as training will be given

Duties include

Preparing agendas and minutes for Parish Council Meetings

Attending meetings which take place every month in the evenings and last around two hours plus occasional other meetings

Payment of bills and preparing of accounts
Dealing with all Parish Council correspondence

Other associated tasks as requested by the Parish Council

Applicants should be familiar with computer-based activities including Word, Excel and e-mail

Remuneration

Pay is based on the National Association of Local Councils job evaluated pay Scale SCP21 (£10.26 per hour) and a working at home allowance for use of Telephone and Broadband together with mileage allowance when on Parish Council Business away from Stillington

Further Information

The Chairman can be contacted on 01347 810475 or on e-mail: malcolm.rowe@mypostoffice.co.uk for an informal discussion or alternatively, a written application together with CV can be e-mailed to Chairman Cllr Malcolm Rowe no later than 6th July 2018