

Vacancy for Parish Clerk



Would you like an interesting and rewarding part-time job serving the local community?

Abbots Bromley Parish Council is looking for a successor to the present Clerk from 1st January, 2010. The successful applicant will be a good communicator, have excellent organisational skills, and be a confident user of office technology (word processing, simple spreadsheets, and the internet). Candidates should be willing to update their skills through training which is funded by the Council. Someone interested in obtaining the CiLCA qualification, if not already held, would be an asset.

The position is home based with flexible working hours and requires a commitment of 47 hours each month with evening work for Council meetings. The post holder will be entitled to all statutory holidays and a leave entitlement equivalent to 4 weeks.

The appointment will be made within salary scale LC1 (£8.344 to £11.185 per hour) of the nationally agreed rates for Local Council Clerks, depending on relevant experience and qualifications. Expenses and an allowance for the use of home as office are also payable.

For an application form, further information or an informal discussion, contact the present Parish Clerk, Sue Buxton on 01543 472346 or parish.council@abbotsbromley.com