

North Bromyard Group Parish Council

Has a vacancy for a

Parish Clerk

Duties include:

- To attend all meetings of the council
- To prepare agendas and minutes and deal with all correspondence
- To monitor and balance the council's accounts
- To prepare financial records for audit and VAT
- To ensure that statutory and other provisions governing or affecting the running of the Council are observed
- Any other duties as may be required

The clerk will be the Proper Officer and Responsible Finance Officer of the council

Previous knowledge or experience within local government would be an advantage. Salary is in accordance with the National Joint Council pay scale LC1 for part-time clerks and will be agreed at interview. Hours are currently four per week.

Applications for this vacancy will close on September 17th 2018.

For a more detailed job description and any further information please contact Mrs Mandy Gardner on 01886 888237