

VACANCY

Long Marton Parish Council

Parish Clerk

Long Marton Parish Council require a Parish Clerk/Responsible Financial Officer. Applicants should be self-motivated, and be equipped with good IT, literacy, numeracy and communication skills. Administrative tasks include preparing meeting agenda's, associated meeting papers and subsequent minutes, responding to e-mails, general correspondence etc. There are also accounts to be kept, therefore experience of book keeping or financial administration is desirable.

Working hours are approximately 3-4 per week plus one evening meeting every 2nd Month. The salary is in accordance with nationally agreed scales.

For further details or to apply please e-mail your CV and a covering letter outlining your suitability for the post to the current Clerk **by the 26th January 2018 at longmartonpc@yahoo.co.uk**