**Vacancy for a Part Time Parish Clerk – Read Parish Council**

**Part Time Parish Clerk**

**Reference No: RP04**

**(scp range 7–12) £14.50 per hour to £16.50 per hour**

**Part Time: 5.5 hours per week (25 hours per month)**

You will provide a full clerking service for the Parish Council and undertake all statutory duties including serving and issuing of all notifications required by law of a Local authority’s Proper Officer.

You will attend and minute meetings, one evening a month, undertake administrative duties – such as preparing and circulating reports and dealing with correspondence – and maintain budgetary control.

Good organisational and I.T. skills are essential. You will work from home.

The salary will be in accordance with the National salary scale for the National Association of Local Councils, based on the applicant’s experience.

Ideally the applicant will hold a Certificate in Local Council Administration or be prepared to undergo training to achieve this.

To find out more, please contact Marie Hacking, Chair, telephone number 01282 778270, Email: [duncan.marie@talktalk.net](mailto:duncan.marie@talktalk.net)

For an application pack, call 01200 414596 (24 hour answerphone).

Completed application forms should be sent to:-

Mrs Marie Hacking

4 Victoria Lodge

Read

BB12 7SZ

**Closing date for applications: Friday, 28th February 2025**

**Interviews will be held on: Thursday, 6th March 2025**