

# **Parish Clerk and Responsible Finance Officer required for**

## **Withypool & Hawkridge Parish Council.**

Duties will include, taking minutes, creating agendas, book keeping, correspondence and general administrative tasks required to run a parish council.

Previous Clerk experience would be ideal however training will be given. The candidate must have good computing skills and be proficient with word, excel and have an internet connection. Excellent organisational skills and an ability to be flexible is essential. All work is done on the parish council laptop.

Two and a half hours per week including evening meetings at least 6 times a year.

Pay scale is on the National Association of Local Councils pay scale LC1 (7-12) £10.44 - £11.53 per hour, depending on experience.

**Please submit your CV and a covering letter via email  
by Thursday 22<sup>nd</sup> April 2021 to:**

[withypoolhawkridgeparishclerk@gmail.com](mailto:withypoolhawkridgeparishclerk@gmail.com)