

ASHBY ST MARY PARISH COUNCIL

VACANCY – PARISH CLERK

The Parish Council has a vacancy for a Parish Clerk.
Applicants are bound by certain statutory criteria.

Applicants must be 18 years of age or over and ideally should have experience in the use of a computer, use of email, accountancy skills, available for all meetings of the Parish Council (normally 7 meetings annually), and an enthusiasm to serve.

The tasks of a competent parish clerk to Ashby St Mary have been assessed to take one and a half hours each week. A national rate of remuneration is offered in line with Local Authority terms and conditions. All equipment and consumables to fulfil the role will be provided.
The successful applicant shall be expected to undergo all training courses required of a Clerk in order that good governance and finance compliance are adhered to.

Please apply in writing providing the following details:

- your name, age, address, mobile and landline telephone number;
- your email address if you have one;
- a statement explaining why you wish to become the parish clerk;
- the extent of your experience (of the matters referred to above);
- any other information you consider relevant to the advertised position.

Please forward your application either by post to;
Mr T Kitt, Ashby St Mary Parish Council,
Malva Rosas, Mill Road, Ashby St Mary, Norwich, NR14 7BN