

Dunchideock Parish Council

Has a vacancy for a part time Parish Clerk to start in September 2018

Three hours per week average over a calendar year
Salary £10.30 per hour (SCP 20)

Previous experience would be preferred but is not essential as training will be offered if necessary

We are seeking an energetic self-motivated person who has skills in Word, Excel, Adobe; can manage a website, budgets, banking and take minutes.
You will also be the Responsible Financial Officer
Good interpersonal skills are essential.

We are a new and enthusiastic team on the Parish Council

Closing date for applications is Friday, 7 September 2018

Applications to the Chair: Sarah Sharpe
e-mail: lowerhorrels@gmail.com
Tel: 01392 811614