

## **North Newington Parish Council Vacancy for Parish Clerk**

North Newington Parish Council is looking to recruit a new Parish Clerk.

The role is up to 5 hours per week and attracts a salary of LC1, £10.04 per hour. Weekly hours can be arranged to fit around any existing commitments and are very flexible. The clerk is needed to attend Parish Council meetings currently held at Bishop Carpenter Primary School on the first Tuesday of each month apart from August.

### **Specific responsibilities:**

- § Preparing agendas, taking minutes, noting decisions, follow ups and actions from monthly meetings.
- § Tabling planning notices for discussion and feeding back via the planning portal on PC comments support and objections.
- § Preparing accounts, paying invoices, arranging insurance and audits, and overseeing the annual budget review and precept submissions.
- § Supporting general village communications and website uploads.
- § Maintaining Parish files and historical records for access by Parish Councillors.
- § Dealing with general correspondence and public notices.

### **Person Specification**

Candidates must possess good attention to detail, have good communication skills (written and verbal), and have a good working knowledge of Microsoft Office Suite. Candidates should have a willingness to engage in training to gain an understanding of local government processes and remits which will be provided as necessary.

This is a varied and interesting position. Working flexible hours and largely on your own initiative, you will be supported by the Parish Councillors and in turn support them to ensure the smooth running of the parish business.

To apply please send your CV with a covering note to: [northnewingtonparishcouncil@gmail.com](mailto:northnewingtonparishcouncil@gmail.com)  
Or for further information or an informal chat please call the Chair of the Parish Council, Elle Hart, on: 07506702270