

HUTTON ROOF PARISH COUNCIL

www.huttonroofpc.co.uk

Hutton Roof Parish Council seeks a confident person with an interest in this small rural community near Kirkby Lonsdale for the post of Clerk to the Parish Council.

The Clerk is responsible for managing the Council's day to day business, providing advice and implementing decisions.

Applicants must be IT literate, able to prepare council agendas and record minutes, familiar with accounts and financial procedures and able to correspond with organisations and individuals on behalf of the Council. Experience in administration, local government and managing a website would be desirable.

Contracted hours are 4 per week and the salary would be in accordance with nationally agreed scales. The post holder will mainly work from home (allowance provided) and also attend evening meetings which are normally held four times per year.

Further information about the Council and its work may be found at www.huttonroofpc.co.uk.

Access to training, advice and support will be available.

For further information or an informal discussion, please contact the current Clerk Jane Saunders (huttonroofpc@gmail.com or tel 07849103127) or the Chair Judi Morgan (judimorg@aol.com or tel 07595218342).

If you wish to apply, please email your CV and a brief covering letter to huttonroofpc@gmail.com before the closing date of Monday 2 August 2021.