

# **BARROWDEN PARISH COUNCIL**

## **APPOINTMENT OF CLERK TO THE COUNCIL**

**Salary £8.50 per hour (Under review)  
6 hours per week**

If you have a genuine interest in helping our Council to develop and deliver quality projects for the benefit of the local community this post is ideal.

You will need good verbal, writing and numeracy skills with a knowledge of book keeping including use of computers. All equipment will be provided.

You need to be a “people” person who enjoys meeting and working with others.

Your role will be to act as Clerk at meetings, and prepare the agenda, minutes and follow-up actions from those meetings. This includes keeping accurate financial records

You will work mainly from home and need to manage your time to ensure the work of the council is carried out as agreed. You will be flexible and able to accept changing circumstances with patience and good humour

You must be able to attend evening council meetings. A good knowledge of the Barrowden community is desirable. Also desirable is a full valid driving licence and access to a vehicle for occasional use.

Some knowledge of council procedure is an advantage but willingness to train, with the Council's support, towards the Certificate of Local Council Administration will be more important.

**Please call Parish Council Chairman Sheila Saunders on 01572 747036  
or email [sheila.saunders@squiffle.net](mailto:sheila.saunders@squiffle.net)**

**for  
job description, personal specification and application form**

**Closing date for applications: March 24<sup>th</sup> 2016**

**Interview date Wednesday April 13<sup>th</sup>. Clerk commencement date May 3<sup>rd</sup>**