

## **Job Advertisement**

### **Ab Kettleby Parish Council - vacancy for a PARISH CLERK**

**Part-time (10 hours per month). Also approx 5 hrs per month for Neighbourhood Plan work for approximately 15 - 18 months, to be paid on an hourly basis at normal rate.**

**CLOSING DATE - 10<sup>th</sup> June 2017**

Salary based on local government NJC scales - £12.48 per hour, to include an element of holiday pay.

Applications are invited for the post of Clerk and Responsible Financial Officer to Ab Kettleby Parish Council, to work part time, commencing as soon as possible.

The Clerk is the Proper Officer of the Council. He/she deals with the business of the Council, including correspondence, financial book-keeping and management of records, agenda items and the recording of minutes at all Council Meetings.

The applicant will have his/her own transport, possess excellent interpersonal skills, must be adaptable and able to interact effectively with Councillors, staff, residents and officers of other organisations.

The post requires approximately 10 hours per month. The Clerk attends all meetings of the Parish Council. The Council normally meets on the second Tuesday evening of the month, meetings commence at 7.15pm, although occasionally other evening meetings are necessary.

Ideally applicants will have an understanding of the roles and responsibilities of Parish Councils and hold the Certificate in Local Council Administration (CiLCA) or be prepared to undertake this qualification.

Please send your CV or letter of interest stating your experience to:

**Ab Kettleby Parish Council Clerk**

29 Melbray Drive  
Melton Mowbray  
Leics  
LE13 1JS

Telephone: 01664 851353

E-mail: [abkettlebyparishclerk@virginmedia.com](mailto:abkettlebyparishclerk@virginmedia.com)