

VACANCY: Assistant Clerk - Part-time (15 hours per week)

Rudgwick Parish Council is seeking a part-time assistant clerk (preferably with relevant experience) to support the Clerk/Responsible Finance Officer and the Council in the full range of duties associated with the functions of a local authority.

This is an excellent opportunity for someone who is enthusiastic, organised, self-motivated, a good communicator, with an eye for detail, excellent IT skills, keen interest in finances, experience of accounting procedures, minute taking and a desire to work in a small community.

The position, based at the Parish Office, Bucks Green, Rudgwick is for 15 hours per week, exact working days will be agreed with the successful candidate. This position does include lone working for 50% of the time.

Rate of Pay: £10.30 per hour (NJC LC1 Scale Point 20)

If you are interested in this role, would like an application form and further details, please contact:

Jonna Foote, Clerk on 01403 822678 or by e-mail: clerk@rudgwickpc.co.uk

(NB Working days: Monday/Tuesday and Wednesday)

The closing date for all applications is 15th February 2019. Interviews for applicants shortlisted will take place in the week commencing 4th March 2019.