



VACANCY

Metfield Parish Council is looking for an enthusiastic and self-motivated person to be their Parish Clerk, working alongside the 9 Parish Councillors.

The Clerk is required to manage the council's administration, accounting and statutory responsibilities as well as attending and minuting meetings.

There are 6 Parish Council meetings a year, taking place on a Monday evening every other month, with an additional Annual Parish Meeting being held in April. Occasional further meetings might be needed to consider planning applications or other issues that cannot wait.

The position is primarily working from home for an average of 4 hours a week – although this can be very variable. A dedicated laptop will be provided.

The successful candidate will have excellent communication, organisational and administrative skills, as well as a good working knowledge of IT.

Experience of working in local government is an advantage, but not essential as we would prefer a local person with appropriate transferable skills. Support and training will be made available to enable you to undertake the role. You need not live in Metfield to apply.

Salary will be dependent on experience and qualifications and will be in line with the National Joint Council Salary Scale Rate.

This a great opportunity to get involved with your local community.

To apply or get further information please email

MetfieldParishCouncil@outlook.com

Closing date 11th July.

