

Upton Pyne and Cowley Parish Council

WE ARE RECRUITING

Parish Clerk & Responsible Financial Officer

8 hours per week.

Meetings – 5 months per year every second Tuesday at Upton Pyne Village Hall

£14.13 - £14.82 per hour

ABOUT THE ROLE

- . Day-to-day parish administration and correspondence
- . Preparing and publishing agendas and minutes
- . Managing parish finances, records and payments
- . Advising councillors on procedures and regulations
- . Maintaining the Council's website and communications
- . Attendance at monthly evening meetings

ABOUT YOU

- . Organised and reliable
- . Good communication skills
- . Proficient in IT skills and numeracy
- . Able to work independently and with others.

HOW TO APPLY

Visit: [Upton Pyne & Cowley Parish Council](#)

Email: clerkuppc@yahoo.co.uk

Closing date: open until filled.