

Dolton Parish Council
Parish Clerk

8 hours per week , salary paid at the NJC scale 15 -£8.34 per hour

An enthusiastic and competent administrator is required to work in the role of Clerk and Responsible Financial Officer to the Parish Council. The post would suit an individual who can work from home – who is computer literate , has some basic book keeping knowledge and with an interest in local community activities. You will be required to work from a home office for which remunerative expenses are paid.

It is useful to have experience in recording the minutes of meetings but training can be given. The DAPC training for new parish clerks is available and a comprehensive paid induction period is available throughout Jan / Feb 2010 with full responsibilities taken by March

This is an interesting position and if further details are required , then please contact the Chairman Cllr John Lock on 01805 804254

Apply by e mail or in writing , enclosing a CV and covering letter outlining your experience and interest in the post and the name and contact details of a work related referee. doltonparish@btinternet.com

Mary Harris ,Parish Clerk ,Coach House ,Conybeare Drive, Northam ,EX39 1TH

Closing date for applications : Monday December 18th 2009

Interview date : Evening Monday January 11th 2010