

OWSTON FERRY PARISH COUNCIL
VACANCY FOR PARISH CLERK/RESPONSIBLE FINANCIAL
OFFICER

The Parish Council is seeking an organised and enthusiastic individual to work 7 hours per week, based at home but attending evening meetings as required.

Candidates will be expected to:

Be computer literate in Word and Excel

Manage email and other correspondence and respond as directed

Keep up to date accounts and co-ordinate the annual audit

Take minutes at meetings

Keep Website update with all required documentation

Starting Salary NJC SCP 21 currently £10.676 per hour

Closing date 31st October

Applications by letter to:

Cllr Walker

14 Station Road

Owston Ferry

DN9 1AW

A Comprehensive Job description can be obtained by emailing

owstonferrypc@yahoo.co.uk