

Bromfield Parish Council seeks a confident person with an interest in the local community for the post of Clerk to the Parish Council.

The Clerk is responsible for managing the day to day business of the Council, providing advice to the council and implementing the Council's decisions. Applicants will need to be computer literate, able to prepare council agendas, record minutes, be familiar with book keeping and be able to correspond with external organisations on behalf the council.

Working hours are about two per week and the salary is in accordance with nationally agreed scales.

The Council meets in the evening and has six meetings per year, with other meetings being called if required.

To find out more about this vacancy, please contact Elizabeth Clark,
Email: bromfieldpc@aol.com or phone 016973 45665.

If you wish to apply please email your CV to the above email address.