

Moulton (Suffolk) Parish Clerk required from 1st July 2020

Moulton is a very special, caring & unspoilt village with a thriving community, village shop, village hall and pub. It is hoped that the successful applicant will passionately support the village and help continue to make a real difference to life in our community.

This is a varied and interesting role offering flexible (approximately 12-15 hours a week) home-based working, including attendance at a minimum of 7 evening meetings per year.

The Clerk is responsible for preparing Agendas, recording Minutes, keeping financial records, budget monitoring, and organising the council's day-to-day administration. A full job description will be provided on request giving details of the responsibilities and duties involved. You will need to have good organisational, numeracy, communication and IT skills (including Word & Excel). Knowledge of Local Government procedure would be an advantage.

The appointed person will be expected to be dedicated and maintain confidentiality of information in an independent, objective and professional manner.

A salary of approximately £8,500 -9,500 per annum - guided by the National Scales, experience and qualification.

Closing date for applications 9th April 2020 – please apply to the Clerk of the Council by email moultonpc@gmail.com