

## **Upton and Coppingford Parish Council**

### **Clerk Vacancy**

**17 hours per month**



Upton and Coppingford Parish Council is looking for a Clerk to become part of a small team of 4-5 voluntary elected Parish Councillors who help run our little Parish of some 120 properties and 200 parishioners. We typically have just 5 full meetings per year plus any one offs to discuss planning applications etc. It is expected that our new clerk will be able to prepare the agenda, write up Minutes, collate correspondence, send letters and emails and advise the councillors. The Clerk is the Responsible Financial Officer and as such is responsible for all financial records of the Parish Council and the careful administration of its finances.

The ideal candidate will be a CILCA-qualified Parish Clerk or a person willing to work towards this qualification, have a working knowledge of Local Government procedures, with excellent communication skills, high level of IT expertise and an ability to be flexible with regards to the needs of the job. You will be required to be able to store Parish Council records and documents securely and maintain our website.

The position is permanent part time and our Clerk's pay scale is typically SCP 12 £11.53/hour and it is expected that all the duties will take no more than 17 hours per month.

If you are interested please send your CV and covering letter to the Chairman: Paul Gamwell @ [UptonandCoppingford\\_pc@yahoo.com](mailto:UptonandCoppingford_pc@yahoo.com)