

CLERK TO HASELOR PARISH COUNCIL

Applications are invited for the above post, to commence June 2010.
This is a paid part-time position 10 hours per month requiring attendance at meetings six times a year, taking minutes, dealing with correspondence and finance matters and preparing the annual accounts for audit.
Computer literacy essential.

Salary in accordance with National Joint Council scales for local government employees.

Please apply giving details of relevant experience to

**Cllr I Somers, Chairman, Haselor Parish Council,
The Croft House, Haselor, Alcester, B49 6LU**

By Friday 9th April 2010

BISHOP'S TACHBROOK PARISH COUNCIL

requires a

CLERK AND RESPONSIBLE FINANCIAL OFFICER

This is an excellent opportunity to be involved in local issues with the flexibility to be able to work from home and choose your own hours.

Your duties will include producing agendas and minutes for all council meetings and committees, liaising with outside bodies, actioning the council's decisions and acting as the council's financial officer. Requirements: some evening work and ability to work from home.

Previous experience of minute taking and local Government would be an advantage but not essential as training is available. There will also be an opportunity to gain relevant qualifications.

50 hours monthly

Salary NJC scales: points 15 to 22 depending on experience, currently £5007 to £6119 per annum plus expenses.

For full job description and application form telephone Simone Bush on 07909 227453 or email: simone-bush@talk21.com

Closing date for enquiries: Friday 20th May 2010

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ETTINGTON PARISH COUNCIL

PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER

A Vacancy exists for a Parish Clerk/Responsible Financial Officer to Ettington Parish Council.

The part-time position will require the successful applicant to work from home for between 20 to 25 hours per month. Applicants should have basic IT skills, experience in financial accounting and budgeting and in the preparation of agendas and the accurate recording of minutes of meetings. Access to a computer, printer and the internet are required. Some evening work is involved, particularly organising and attending the monthly meeting of the Council.

Remuneration would be in accordance with NJC and NALC Salary Scale Spinal Column Point 18 which is presently set at £8.92/hr. Training courses are offered on a regular basis by the Warwickshire Association of Local Councils.

To apply please send your CV with a covering letter, including the names of two referees by email to martin.loydepc@yahoo.co.uk or by post to:

Martin Lloyd, Clerk to Ettington Parish Council, PO Box 149, High Street Shipston on Stour, Warwickshire, CV36 4QF Telephone: 07531 553871

The closing date for applications is 3 June 2010.

MERIDEN PARISH COUNCIL **CLERK TO THE COUNCIL**

Meriden Parish Council is looking to recruit a Parish Clerk who can bring drive, flexibility, commitment and appropriate experience to this important position. Good administrative, financial, computer and communication skills are required.

The successful applicant would be expected to have knowledge of local government and to hold, or to be working towards obtaining the Certificate in Local Council Administration (CiLCA) or equivalent.

Salary according to National Agreement for Local Government Employees with hours presently 20 per week.

A job description can be obtained from and applications sent to, The Clerk, Meriden Parish Council, 111 Fillongley Road, Meriden, Coventry, CV7 7LW. Closing date: June 14th 2010.

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CLIFFORD CHAMBERS & MILCOTE PARISH COUNCIL

STAFF VACANCY: PARISH CLERK / FINANCE OFFICER

Salary Points 15-22: currently £16,054-£19,621 pro rata per annum plus expenses. Starting point will be dependent upon previous experience.

Working approx 4 hours per week from home with attendance at Parish Council meetings which take place six times per year in the evening locally.

Applications are invited: Perhaps you are an 'at home' parent who would like the fantastic opportunity to work from home and be involved in challenging local issues but needs flexibility with regards to working conditions and hours, or you are someone retired and can use this opportunity to earn a good salary whilst getting actively involved in local issues or simply have a few hours per week to spare.

Admin / financial experience would be an advantage but training can be provided. You will need use of a telephone, computer and broadband.

The post will commence July 2010.

Please contact Mrs Simone Bush on 07909 227453 for application details or via email simone-bush@talk21.com. For an informal discussion about the position please telephone Parish Council Chairman, Cllr Myles Pollock on 01789 226253.

Closing Date: Monday 21st June 2010.

ELFORD PARISH COUNCIL

Vacancy in Staffordshire

Elford is a small village in Staffordshire served by a Parish Council of seven members. The council is now seeking to appoint a permanent clerk, RFO and Proper Officer with effect from June 2010.

The successful applicant will be a good communicator, have excellent organisational skills, and be a confident user of office technology (word processing, simple spreadsheets, and the internet). Candidates should be willing to update their skills through training, which is funded by the Council. Unqualified clerks will be considered.

The position is home-based with flexible working hours and requires a commitment of 6 hours each week with evening work for Council meetings and other meetings when representing the Council. The post holder will be entitled to all statutory holidays and a leave entitlement equivalent to 4 weeks.

The appointment will be made within salary scale LC1, £16054-£21519 pro rata, of the nationally agreed rates of Local Council Clerks, depending on relevant experience and qualifications. Expenses and allowance for the use of home as office are also payable.

All applications to be received no later than 14th May 2010.

For an application form, further information or an informal discussion, contact the Locum Parish Clerk (Kay Lear) on 01283 530554 or by e mail on kay.lear21@btinternet.com.