Fenny Compton Parish Council – Vacancy for Clerk.

Fenny Compton Parish Council is seeking applicants for the post of Clerk/Responsible Finance Officer to the Council. Working from home, this position is part-time, requiring approximately 32 hours per month. The Clerk is required to attend the eleven monthly Parish Council Meetings and the Annual Parish Meeting, normally on the third Monday of the month at 7:45pm.

This position would suit a well-organised person, motivated to be involved in village affairs. Applicants need to have good communication skills, be able to prepare agendas, take accurate minutes and manage the Council’s administration and finances.

Applicants will need to have internet access and be competent with a variety of computer packages, websites and the use of email. Salary will be in accordance with NJC LC1 and actual rate will depend on experience. Preference would be for applicants that are CiLCA qualified or working towards this qualification although this is not essential. Training courses are available.

Further details are available from fcpc.clerk@gmail.com

Letters of application to the Chair of the Parish Council Jon Dutton.

Email: fcpc.chair@gmail.com