**PARISH CLERK TO HAYTON PARISH COUNCIL – 13.5 hours per week –from £11.33ph depending on qualifications**

Applications are invited for the above position when our existing Clerk retires on 31 August 2017.

This is an interesting and varied part-time post working from home. Candidates should be self-motivated, able to work on their own initiative and will need to have good literacy, numeracy and I T skills.

Responsibilities include the preparation of agendas, taking minutes at meetings, dealing with all council administration and maintaining the council’ website. Dealing with members of the public will also form part of the role. The Clerk in their capacity of Responsible Financial Officer is responsible for paying invoices, reconciliation of bank accounts and budgeting.

Training and support will be provided and the successful applicant should hold or be prepared to obtain appropriate qualifications ie. CiLCA qualifications. Previous experience or knowledge of local government is preferred though not essential.

Applications in writing, including a short CV and contact details of two referees, to:

The Parish Clerk, 2 The Woodbines, Cumwhinton, Carlisle CA4 0AR

Email: [gkartach@outlook.com](mailto:gkartach@outlook.com)

Closing date for applications: 16 June 2017