

Hayton Parish Council has a vacancy (from 1 August 2021) for a Clerk
13.5hrs per week £10.86 to £11.30 per hour (National Salary Range 9-11)

The Clerk is responsible for managing the Council's day to day business, providing advice, and implementing decisions. The Clerk is also the Council's Responsible Financial Officer.

Applicants will need to be computer literate, able to prepare council agendas and record minutes, be familiar with book keeping / financial procedures/ be able to correspond with external organisations and talk with Parishioners.

The Clerk will be expected to work from home and will be provided with a computer. The website (www.haytonparishcouncil.org.uk) has details of meeting dates, agenda, minutes, financial information. The Clerk may need access to a car as public transport is very limited in the Parish.

For an application form and job description - please contact H Broatch- clerkhaytonpc@gmail.com. The closing date for applications is 1700 on 16 June 2021.