

Job Vacancy: Parish Council Clerk

Location: Chapel en le Frith, High Peak, Derbyshire

Position Type: Part-time, flexible hours

Parish en le Frith Parish Council is seeking a motivated and efficient Parish Clerk to join our dynamic team. If you are an organized individual with a passion for community service, we want to hear from you!

Role Overview: As the Parish Clerk, you will be at the heart of our council's operations, providing vital administrative support and ensuring the smooth running of council activities. Your duties will include:

- Preparing and distributing agendas and minutes for council meetings
- Managing correspondence and communications between the council and the public
- Maintaining accurate records and files
- Coordinating and attending council meetings
- Assisting with financial administration, including budgeting and accounts
- Ensuring compliance with statutory duties and regulations

Key Qualifications:

- Possession of a recognized qualification in Local Council Administration (CILCA) or equivalent or a willingness to achieve such a qualification within an agreed timescale.
- Strong organizational and administrative skills
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office Suite and basic accounting software
- Ability to work independently and manage multiple tasks
- A commitment to serving the local community

Benefits:

- Flexible working hours to suit your lifestyle
- Opportunity to play a key role in local governance
- Supportive and collaborative work environment
- Competitive salary based on experience

If you are detail-oriented, proactive, and passionate about making a difference in your community, we encourage you to apply!

How to Apply:

Please email The Parish Clerk at clerk@chapelpc.org for a Job description and further details of appointment process. Closing date of applications 18th Oct 2024, shortlisting 21st Oct, interviews Friday 25th Oct 2024. Please note it is not possible to rearrange these dates.