

FROYLE PARISH CLERK **VACANCY**

After 16 years in the role our Parish Clerk has decided to retire, so we need a replacement. The role of Clerk is a paid position with 416 contracted hours per annum. Duties include:

- *Preparation of agendas for monthly parish council meetings.*
 - *Minuting of all meetings.*
- *Dealing with all correspondence received by the parish council*
 - *Issuing correspondence on behalf of the council.*

The Clerk is also the Responsible Financial Officer for the parish council and is responsible for preparation of annual budgets and maintenance of accounting records.

If you have excellent written and oral skills, like working in a team, are aware of the need for confidentiality and good basic IT skills this might be the role for you.

If you are interested please send your CV and covering letter by 23rd August to

The Clerk, c/o Crabtree Gate, Well Lane, Lower Froyle, Hampshire, GU34 4LR or froyleparishclerk@yahoo.co.uk, who can also supply a fuller job description.