

# **GREAT SHELFORD PARISH COUNCIL**

## **Vacancy for Assistant Parish Clerk**

Applications are invited for the post of Assistant to the Parish Clerk

Salary: based on local government NJC scales, point (to be agreed) per annum depending on qualifications and experience. Pro-rata (5-10 hours per week)

The Assistant to the Parish Clerk will support the Clerk in delivering the administration required to ensure the efficient day to day operation of the Parish Council business including the following

- Hand over / collection of keys for Pavilion and other private hires
- Providing access to Pavilion for service supplier meter readings and general maintenance contractors
- Assist with Security of Recreation Ground and Pavilion in their general operation
- General Inspection of Parish Council sites as necessary
- Assist with the updating of data and circulation of information to village residents
- Assist with the updating of the Asset Register and other documentation
- Updating official Notice Boards as necessary
- Loading Parish Council website with official documents, reports or news items
- Viewing, allocating and marking out of cemetery plots as necessary
- Liaising with local residents and businesses
- Cover for Clerk at Parish Council meetings with minute taking and preparation of presentations
- Cover for Clerk in preparation of accounts information and processing
- General administrative duties as agreed with the Clerk

### Skills required

- Knowledge of Word, Excel and Power Point are essential
- Understanding of Accounting processes
- Extremely adaptable
- Ability to be available at various locations in the Village at very short notice and variable times
- Ability to interact effectively with Councillors and residents
- Ideally applicants will have an understanding of the roles and responsibilities of a Parish Council and Clerks.

The workload will vary. The post is envisaged start at approximately an average of 5 hours per week balanced over a monthly period. The hours will be reviewed as tasks are allocated and will be reviewed over ongoing periods with the Clerk and Chairman. However the hours are not expected to increase beyond an average 10 hours per week. Applicants must have the facility to work from home with internet connection and suitable computer equipment.

All applications to

Great Shelford Parish Clerk, 7 London Road, Great Shelford, CB225DB

Telephone: 01223 844471 or Mobile: 07870 807442

e-mail: [parishclerkgreatshelford@gmail.com](mailto:parishclerkgreatshelford@gmail.com)