

VACANCY – PARISH CLERK

Kinnersley & District Group Parish Council

This Parish Council is seeking to appoint a Parish Clerk to work 4 ½ hours per week. The Council is willing to consider a suitable unqualified candidate who is willing to complete the CiLCA qualification within 6 months.

Duties include taking minutes of meetings, acting as Finance Officer, responding to queries, liaising with relevant organisations including Herefordshire Council and Balfour Beatty and assisting the Parish Councillors.

Salary dependent on experience.

For more information, Job Description, Personal Specification and application form, please contact parish council member Patrick Wrixon
Tel: 01544 318247 Email: patrick@wrixon.co.uk

www.kinnersleygroupcc.co.uk