

Lamphey Community Council
CLERK/RESPONSIBLE FINANCIAL OFFICER

(Part-Time 25 hours per month inclusive of leave)

There may be additional monthly hours, by arrangement, to deal with current projects.

SALARY

Local Government range SCP8 to SCP13: £10.65 to 11.76 per hour

Working from home, applicants must be self-motivated, able to demonstrate that they have experience of administrative management; experience or an ability to understand local government law and procedure; financial management knowledge, competent IT skills and a willingness to pursue ongoing training opportunities. The main language of the community is English.

Hours of work: As appropriate through the month.

For further details of the post and the full job description, please e-mail the current clerk Peter Lewis, clerk.lamphey@gmail.com

CLOSING DATE: Midnight on 25th November 2020

INTERVIEWS WILL BE HELD W/C 30th November 2020

**Commencement 7th December 2020
to facilitate handover from current clerk**