

Part-time Job Opportunity in Greatham

We have been asked by Greatham Parish Council to inform parents that the Parish Council is looking for a suitable individual to employ as the Parish Council Clerk.

The Parish Council Clerk undertakes the administrative duties of the Parish Council, such as :

- Ensuring the Parish Council operates effectively, and seeking guidance on correct procedures
- Receiving and replying to letters on behalf of the council and distributing copies to Councillors
- Preparing and distributing agendas for Parish Council and planning sub-committee meetings
- Attending two meetings a month (to start at 7.30pm) to take the minutes of the meeting
- Managing the finances of the council, and paying invoices when approved

The position would suit an organised and numerate individual, with some computer skills, who has approximately 10 hours to spare each week, and who can attend the two evening meetings a month.

No prior experience is necessary, as all training will be provided.

All the work, except the meetings, can be done from home, all equipment will be provided.

The position pays up to £10.00 per hour and it is expected that around 40 hours per month will be necessary to fulfil the role.

If you think this might be of interest to you, please call Alan Bridgman on 01420 538069 or send your CV to 3 Broadleigh Cottages, Petersfield Road, Greatham, Hampshire, GU33 6AA.

Applications should be received by 31st August 2009