



Job Vacancy

Clerk to Sadberge Parish Council

Sadberge Parish Council invites applications for the position of **Clerk to the Parish Council and Responsible Financial Officer**.

The Clerk is responsible for providing support to the Parish Council, including preparing agendas, taking minutes, keeping financial records, implementing the Parish Council's decisions, managing the Parish Council's assets, etc.

The successful candidate will have excellent administrative and communication skills and will be a competent computer user.

The job is home-based. Hours will vary during the year, but the job will, on average, take around 4 – 6 days per month. Subject to negotiation, the remuneration will be in the range £3,000 - £5,000 per year.

For further information, or to apply for the job, please contact the Chair of Sadberge Parish Council, Lee Tate, on 07966-871986 or via leetate69@gmail.com.

The deadline for applications is 5 p.m. on Friday 1st February 2019.