

Albrighton Parish Council



Recruitment - Advert

Post	:	Deputy Clerk (Permanent position with 6 months' probationary period)
Remuneration	:	up to NJC SCP 25 - £29,577 pro rata (Depending on qualifications and experience)
Hours of Employment	:	15 hours per week - Thursday and Friday including flexible working to include evenings and weekends

Albrighton Parish Council are seeking to recruit a part time Deputy Clerk, to work in the Parish Office. The Parish Council is ideally looking for someone with Town and/or Parish Council or Local Government experience, who has experience in working within communities and has the drive to build the community of Albrighton for future generations.

The successful candidate will work as part of the Parish Office team assisting the Clerk in the execution of all Council business, to meet the Parish Council's statutory requirements, delivering services, projects and pieces of work on behalf of the Parish Council. To deputise for the Clerk during their absence.

The successful candidate will have specific responsibility for the day to day running of the accounts and financial records for the Parish Council, provide administrative support to a number of Parish Council Committees and work with the Clerk to build on positive relationships with the community partners, community groups and members of the public.

Should you require any further information with regard to this post or wish to speak to the Clerk to the Council, please contact Clare Turner – Clerk to the Council on 01902 375455 or email clerk@albrightonparishcouncil.gov.uk

For a recruitment pack to be sent via email or post, please contact the Parish Office on 01902 375455 or email adimin@albrightonparishcouncil.gov.uk