

Greencroft Parish Council (Maiden Law)

Invites applications for the post of Part Time Parish Clerk

This is an interesting and varied post, worked mainly from home, supporting an active, community focused Parish Council.

Duties include producing and publishing meeting agendas, producing minutes, liaising with outside bodies, actioning the Council's decisions, managing the finances and dealing with correspondence. The clerk is the Responsible Financial Officer of the Council.

A computer and printer are supplied.

Hours between 10-15 hours per month (variable. Salary to NJC rates Point 20 (£10.09/hr), a mileage allowance of 45p per mile is paid for agreed journeys.

Maiden Law is a small village, currently comprised of just 80 households.

Training is available and it is preferred that the successful applicant will have appropriate qualifications and experience.

For further details contact the Chairman at [jjohnson.maidenlaw@gmail.com](mailto:jjohnson.maidenlaw@gmail.com)

Please submit a letter of application giving the names of an independent referee, plus a copy of your CV by Friday 18 August 2017 to:

The Chairman, Greencroft Parish Council, Maiden Law Farm House, Burnhope Road, Maiden Law, Lanchester, Durham, DH7 0RA