*CHATTISHAM & HINTLESHAM and BURSTALL PARISH COUNCILS*

*VACANCY FOR PARISH CLERK*

Chattisham & Hintlesham and Burstall Parish Councils both wish to appoint a Parish Clerk to support their Parish Councils to undertake the administration of the Councils’ work. The duties would include preparing AGENDAS, RECORDING MINUTES, KEEPING FINANCIAL RECORDS, BUDGET MONITORING AND ORGANISING THE COUNCILS’ DAY TO DAY ADMINISTRATION.

The applicant must have good organisational, numeracy, communication and IT skills. Knowledge of local government procedure would be an advantage.

The appointed person will be expected to maintain confidentiality of information in an independent, objective and professional manner.

The successful candidate could receive training from the outgoing clerk to attain the necessary skills. Training can also be made available from SALC.

The job is part-time for both parishes, requiring approximately 20 hours per month in total. Chattisham & Hintlesham generally has 11 meetings per year and 2 Annual Parish Meetings. Burstall has 6 meetings per year, which includes the AGM/APM. All meetings are held in the evenings.

A full job description is available from the Parish Clerk, Mrs Samantha Barber, [hintandchat.pc@btinternet.com](mailto:hintandchat.pc@btinternet.com)

Salary will be in accordance with National Salary Scales dependent on skills and ability. Additional information can be sought from the Parish Clerk.

Applications should be made by sending a CV and covering letter, explaining how you meet the requirements of the post, to the present Clerk Mrs Samantha Barber, 37 Bentley Lane, Belstead Village, Ipswich, IP8 3LX by NO LATER than 30th December 2017. Interviews will be held during January 2018.