

# Vacancy for Parish Clerk

**Broomfield & Kingswood Parish Council is seeking to recruit a Parish Clerk upon the retirement of the current Clerk.**

The Clerk is the Proper Officer and Responsible Finance Officer of the Parish Council.

The current Clerk is retiring October 2018 and we are looking for a replacement who will hopefully be able to work alongside Gail for a couple of months. Current hours are 25 per week, initially home based, plus occasional evenings, including the first and third Monday of each month.

Essentially, you will be a capable administrator, a people-person and be confident with IT and Social Media. Remuneration will be flexible according to the experience of the successful candidate and in accordance with NALC standard employment contract. Candidates will have a good standard of education, be able to work on their own initiative and be prepared to work towards the CiLCA qualification. Experience is not essential but preferable and job share could be considered .

For a full job description, please contact [broomfieldandkingswoodpc@gmail.com](mailto:broomfieldandkingswoodpc@gmail.com).