VACANCY FOR A PART TIME CLERK TO

RADNAGE PARISH COUNCIL

The Parish Council is seeking an experienced Clerk, or an applicant with transferable skills and an interest in the workings of local councils. This is a paid position with remuneration dependent upon skills and experience.

Duties include facilitating Council business, meetings, book-keeping, financial reporting and dealing with correspondence. The successful applicant should possess a good working knowledge of word processing, spreadsheets and ideally website management. In addition the role requires excellent verbal and written communication skills, the ability to be organised, work unsupervised and have basic financial management capability.

The position entails working mainly from home, apart from attending one evening council meeting per month in Radnage Village Hall. There will be a requirement to attend occasional additional meetings throughout the year.

Depending upon the range and depth of experience and skills of the successful candidate, it is envisaged that an average of 10 hours per week will be required.

Viewing our website will give an insight into our village and the council’s operation [www.radnage.net](http://www.radnage.net)

Applications with accompanying CV should be made to our current Clerk, Mrs. Gill MacKenzie, at: [parish.clerk@radnage.net](mailto:parish.clerk@radnage.net)

Application Closing Date: 31st October 2016

Sue Jones - Chairman Radnage Parish Council