

CROSTHWAITE AND LYTH PARISH COUNCIL
CLERK TO THE PARISH COUNCIL

**SALARY: £12.98 - £14.42 PER HOUR (STARTING POINT DEPENDING ON
QUALIFICATIONS AND EXPERIENCE)**

Up to a maximum of 30 HOURS PER MONTH (with a review after 6 months)

Crosthwaite and Lyth Parish Council seeks a confident and well organised person with an interest in the local community for the post of Clerk to the Parish Council to start in February 2022. The Clerk is responsible for managing the Council's day to day business, providing advice, and implementing decisions. The Clerk is also the Council's Responsible Financial Officer.

Ideally applicants will have relevant experience and qualifications. You will need to be computer literate, able to prepare council agendas and record minutes, be familiar with book keeping / financial procedures and be able to correspond with external organisations, on behalf of the Council.

Working hours will be approximately 30 hours per month, however this will be subject to review after 6 months. With the exception of when attending meetings, the post holder will be expected to work from home. The Council meets in the evening on the first Tuesday of each month (with exception of August and January), with other meetings being called as required. Formal training and plenty of help and advice will be available.

Please note, interviews for shortlisted candidates are planned for the evening of Monday 6th December. For an application form, job description and person specification, please contact Martin French, the current Clerk, at crosthwaiteandlyth.pc@hotmail.co.uk . For an informal discussion, please contact Mary Harkness, on 015395 68223 or email harknesspc@btinternet.com.

Applications should be emailed to crosthwaiteandlyth.pc@hotmail.co.uk, no later than **12 noon, Friday 3rd December 2021.**