

Job Vacancy
Part time Clerk and Responsible Financial Officer
for Uzmaston Boulston Slebech Community Council

Applications are invited for the above post by

11th January 2017

The work involves preparing agendas and attending evening meetings of the Community Council (11 per year), taking minutes, dealing with correspondence and keeping financial records (approx 20 transactions per year). This role provides for 15 paid hours per month.

As we are a small council this role would be ideally suited to an existing community council clerk seeking additional hours

Good computer skills are essential and knowledge of local government would be an advantage. The salary is based on nationally agreed scales for part time clerks and will be paid based on experience.

For more information, please contact the present Clerk:

Linda Screen tel:07967 366990

Letters of application should be sent by email to linda.screen@uzmastonboulstonslebechcc.gov.uk or, by post, to 8 Horns Lane, Haverfordwest, SA61 1NP. All applications will then be considered by members of the Community Council.