

NEYLAND AND LLANSTADWELL BURIAL JOINT COMMITTEE (BURIAL BOARD)

wishes to recruit a

Clerk and Responsible Financial Officer

Due to the imminent retirement of the present Clerk and RFO, the Board is seeking an experienced administration officer to undertake this role which is to carry out the functions of a local authorities' Proper Officer and Cemetery Administrator.

The Board owns and operates Honeyborough Cemetery. The person appointed will be responsible for the general management and administration of the Board's activities and for preparation of agendas and minutes for meetings of the Board.

Hours: 6 hours per week (plus some unpaid evening hours)

Salary: £15.00 per hour

Please email nandlburialboard@gmail.com to request the full job description and an application form.

Closing date: 19th June 2021

Interviews: 25th June 2021

We are an Equal Opportunities Employer