Luckington & Alderton Parish Council

**Job Vacancy – Clerk to the Council**

This part time position involving approximately 30 hours work per month will become vacant from 1st May 2019.

The job holder will be expected to attend monthly evening meetings, with the exception of August, which are held on the second Wednesday monthly.

The post entails:

Preparation for meetings including producing agendas and minutes, implementation of Council decisions, receiving and dealing with correspondence, maintenance of financial records, and administration of the cemetery.

The candidate will have good computer and literacy skills being familiar with Microsoft Word and Excel and email.

The applicant will be required to work from home. Training and computer equipment will be provided if required.

Salary offered is in accordance with official Local Authority salary scales, and for a candidate without previous experience of such a role would currently be at the rate of £10.16 per hour, subject to annual review.

Plus a 22.50 per month office allowance.

A job description is available on request and on the Parish Council website at [**www.luckington.org/news**](http://www.luckington.org/news)

Applicants should apply in writing by Friday 9th March

**Zoe Meaden**

**Luckington & Alderton Parish Clerk**

21 Ash Drive, North Bradley, Trowbridge, Wiltshire, BA140SN

 Email: clerk@luckington.org.uk. Telephone: 01666 800850