

Job Vacancy
Clerk/Responsible Officer to Hilderstone Parish Council

Applications are invited for this part-time role working flexibly from home for 17 hours per month and attending the Parish Council meeting one evening per month (on the fourth Wednesday of each month except December). Occasional attendance at Stafford Borough Council meetings is also required throughout the year.

Salary: £10.10 - £12.56 per hour depending on qualifications and experience.

Duties include: the preparation of paperwork for parish council meetings, minute taking, dealing with correspondence, the co-ordination of village maintenance, administration of the accounts and the publication of the annual audit/governance documents. The Clerk must also keep abreast of relevant changes to local council legislation and developments, advise the Parish Council accordingly and action the changes as required.

Previous experience as a parish clerk or in a local authority is desirable, but not essential. All applicants will need to have strong administrative, communication and I.T. skills.

A full job description can be obtained from the current Parish Clerk, Mrs Helen Howie by emailing clerk@hilderstone.staffslc.gov.uk