

Bickleigh Parish Clerk

Bickleigh Parish Council is seeking to appoint a friendly and well-motivated administrator to the role of Clerk to the Parish Council. The post is 8hpw flexible and working from home with monthly evening meetings at the Woolwell Centre.

It is essential that the applicant can communicate well at all levels and has a good grasp of Office 365. We are looking for an effective communicator with a positive and professional attitude. Strong administration skills are also a key requirement including accurate minute taking, preparation and monitoring of budgets and managing the Council's assets and finances. The role requires an ability to work on your own initiative, demonstrate attention to detail and have good organisational skills.

Salary starts at £14.50ph depending on experience.

For full details please visit our website: www.bickleigh.gov.uk

Applicants should send a CV and covering letter to: parishclerk@bickleigh.gov.uk

Closing date for applications is Friday 10th December with interviews w/c 13th December.