

# Cassington Parish Council

## Vacancy for Parish Clerk

Cassington Parish Council is seeking to appoint a new Clerk who can manage the council's statutory obligations, act as Finance Officer, organise and record the council's activities, assist the parish councillors and promote the work of the council.

Remuneration is currently circa £11.00 per hour subject to qualifications and experience.

The successful candidate should:

- Be an excellent communicator. Self-motivated and have a flexible attitude.
- Be well-organised, able to deal with a wide range of situations and demands.
- Preferably have experience of administering meetings, including preparing agendas and minutes.
- Have experience of preparing and monitoring a budget.
- Have good office IT skills including MS Word and Excel.
- Preferably have knowledge of the workings of Local Government or a public body.

**For further information please contact David Casey, email [cassingtonclerk@gmail.com](mailto:cassingtonclerk@gmail.com) or tel 01993 891347.**