



Job Vacancy



Clerk to Buckden Parish Council

Overall Responsibilities of the Clerk to the Council:

- To be the Proper Officer of the Council
- To ensure that the instructions of the Council are carried out.
- To advise the Council and provide information as required
- To manage Council resources.
- To administer the financial records of the council
- To prepare and issue agendas and minutes for Council Meetings

A full job description is available from the clerk: buckdenclerk@gmail.com

Hours: 12 hours per month

Remuneration: SCP 19 (£13.48 per hour) – subject to experience

Training & equipment provided

Please send a CV to: buckdenclerk@gmail.com or contact Laura Jowett – 07859 460535