

Clint Cum Hamlets Parish Council

Clint Cum Hamlets Parish Council
seeks a highly motivated, enthusiastic
person to take on the post of

Parish Clerk & Responsible Finance Officer

Three hours per week
Starting salary: £12.06 - £13.45 per
hour, depending on experience.

Duties include: acting as advisor to the
Council; minute taking; compilation of
correspondence, (ability to use e-mail
is necessary); maintaining records and
accounts, including preparation of
budget, and willingness to undertake
training in all aspects of local authority
administration

Previous local government experience
is desirable but not necessary as
training will be given.

Job Description and Application Form
are available from:

Carol Harper

Carol_harper@hotmail.co.uk
or

Dale Cottage, 23 Hollins Lane,
Hampsthwaite HG3 2EJ

Closing date for applications:

28 February 2023