

Astley Parish Council

Vacancy for Clerk

Applications are invited for the position of Part-time Clerk. This is an interesting and responsible role, and the successful candidate will be required to provide professional support and guidance in respect of all the council's work, including acting as the Council's Responsible Financial Officer.

The Council seeks a flexible computer literate administrator with good literacy, numeracy and IT skills.

You will be responsible for our agenda, taking minutes for our evening meetings, held every two months, in addition, for all correspondence and liaising with our contractors.

Salary based on NJC agreed rates based on 16 hours per month.

Letters of application, including details of experience and qualifications, to:

**Cllr Dorothy Dodds
Chairman Astley Parish Council
Brentwood
Astley
Shrewsbury
SY4 4BU**

Closing date for applications - 30th May 2011