

LANE END PARISH COUNCIL

Vacancy for the position of PARISH CLERK/ RESPONSIBLE FINANCIAL OFFICER

Approx. 20 - 24 hours per week, largely working from home on a flexible basis, twice monthly evening meetings. Good administrative and computer skills essential. Knowledge of Local Government Practises an advantage. (NALC salary range SCP 20 - 24. (£9.46 - £10.70 per hr.)

The role is responsible for managing the full range of Council business and the ability to get on with all types of people is essential. In undertaking the duties there will be advantages to living either in, or close, to the Parish of Lane End.

Applications and Curriculum Vitae are invited for this key post by 18 September 2009

For more information, a job specification and application form please contact:

Our Vice Chairman by email at
michael.detsiny@hotmail.co.uk