

Name of Council: **Long Melford**

Hours: full time (35 per week)

Salary: Starting at SCP 24 (new scale), rising to SCP 26 dependent on CiLCA/probation.

To apply: CV and letter of application to

Mr Robert Williams, Parish Clerk

email: clerk@Longmelford-pc.gov.uk or by post to:

Long Melford Parish Council, The Parish Offices, Cordell Road, Long Melford CO10 9EH

Note that the closing date is Sep 13th.

Vacancy details:

Parish Clerk

The Council are looking to appoint an ambitious and dynamic clerk to this post. Applicants should have knowledge and experience of I.T. systems (Word, Excel, E-mail), good communication and organisation skills, ability to write concise, clear reports and minutes, basic accounting skills and an ability to use their own initiative in the execution of their duties.

Ideally the applicant should live within easy reach of Long Melford and have a general knowledge of the community and local issues. Prior experience of working either as a Parish Clerk or in a similar type post would be advantageous. Holding the CiLCA certification is desirable.

Hours are 35 per week, working from the Parish Office. Additionally, the Clerk will be required to attend the evening council meetings once per month (plus further occasional additional meetings for other committees).