

## **Vacancy for Clerk to Hampton in Arden Parish Council**

Hampton-in-Arden Parish Council is seeking to appoint a new Parish Clerk to undertake its administrative and financial responsibilities.

This is a part time post of 12 hours per week of flexible working including some evenings. Duties involve dealing with correspondence, managing finances, compiling minutes of meetings and liaising with other statutory bodies.

**Strong communication, IT and organisational skills are required.**

Salary in accordance with Local Authority Scale LC1, spinal points 18-22 pro rata (£5803 to £6633 per annum).

Further information and job description can be obtained from the Clerk, Julie Richardson (01675 442017 or email to [clerk@hamptoninarden.org.uk](mailto:clerk@hamptoninarden.org.uk)).

Applications by letter please to Cllr M Blomer c/o The Parish Office, Marsh Lane, Hampton-in-Arden, Solihull B92 0AH or by email to address above.

**The closing date is 16<sup>th</sup> January 2016 and interviews will be held during w/c 23<sup>rd</sup> January 2017**

