



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
www.stanwixrural.co.uk clerk@stanwixrural.co.uk Tel: 07548 981 009

Stanwix Rural Parish Council Requires a Part-Time Assistant Clerk

- ✓ 20 hours per month.
- ✓ Hours of work are flexible working from home, although regular attendance at meetings is required.
- ✓ Salary will be based on the National Association of Local Councils pay scale and is dependent upon qualifications and experience.
- ✓ Applicants must be IT literate; computer equipment is supplied.
- ✓ The Assistant Clerk will work under the direction of the Parish Clerk with a focus on the duties and responsibilities relating to the Council's financial affairs.
- ✓ Previous experience of Parish Council administration would be an advantage but not essential.
- ✓ Full support will be provided and opportunities for further development and training leading to CiLCA qualification is available.
- ✓ An immediate start is desirable.

An application form, job specification and person specification can be

downloaded from the Council website:

www.stanwixrural.co.uk

or by emailing clerk@stanwixrural.co.uk

Closing date for applications is 12noon on Friday 9th June 2023.

No CV's will be accepted without completion of an application form.

Interviews will be held week commencing 19th June 2023.