

Fringford Parish Council

Parish Clerk

Applications are invited for the post of Parish Clerk to the Council.

A suitable candidate will:

- Be responsible for the administrative function of the council, including finance, governance, management of the website, statutory returns, preparing agendas, attending the monthly meetings and writing the minutes.
- Have a full range of IT skills including the use of Word and Excel.
- Be able to work effectively with the council.
- Be familiar with the role of a Parish Clerk or be prepared to undertake appropriate training.
- Have energy and drive and attention to detail.

The anticipated time requirement will be 20 hrs per month.

Closing Date: Wednesday 4th October Interviews: Wednesday 11th October

Please email a CV and covering letter to davidmccullagh@btinternet.com