**HAVENSTREET AND ASHEY PARISH COUNCIL**

PART-TIME CLERK TO THE PARISH COUNCIL

NJC 2024 Scale 18-22 / 3O hrs per month Pro Rata

Havenstreet and Ashey Parish Council is seeking to appoint a part-time Clerk to replace the retiring current Clerk. The post is permanent.

The Clerk works from their own home, (for which an additional allowance is paid), is both the Proper Officer of the Council, and the Responsible Financial Officer. The Clerk undertakes the administration, correspondence, reports, agendas and minutes; keeps the statutory accounts and financial records; and administers the Councils website. You will need to be able to attend evening meetings.

You will need to be an effective administrator, be competent in keeping accounts, and be skilled in the use of IT. Although not essential, some knowledge of local government would be useful, Cilca or certificate of local government administration preferred.

The closing date for applications is Thursday 23 January 2025. It is anticipated interviews will be held on Thursday 30 January 2025.

For further details, a job description, and an application form, please telephone the Clerk, Richard Priest, on 01983 867450, or email [clerk@havenstreetandasheypc.co.uk](mailto:clerk@havenstreetandasheypc.co.uk) They can also be downloaded from the Council’s website: [www.havenstreetandasheypc.co.uk](http://www.havenstreetandasheypc.co.uk) then go to news/events.

Applications should be sent to the Clerk, either by email, or by post or hand delivery to 2 Maida Vale Road, Shanklin, Isle of Wight, PO37 7DB.