

VACANCY

PARISH CLERK

Thornton in Lonsdale Parish Council is looking to appoint a Parish Clerk.

The Clerk's responsibilities include producing agendas and minutes for council meetings and committees, liaising with outside bodies, actioning the council's decisions, acting as the council's financial officer and keeping the council's financial records. Some evening work is required.

The applicant should have good financial and bookkeeping skills, be computer literate and competent in using Microsoft Office. Working knowledge of local government would be an asset. Good organisational skills are essential as is a large degree of tact, diplomacy and flexibility in dealing with members of the public and other bodies. Local knowledge of Thornton in Lonsdale would be an advantage.

The post will be an average of 4 hours per week. Salary as per Local Government Clerks pay scale.

To be considered please apply in writing with a full and current CV to :

Mr Kevin Savage (Chair) Sunny Dale, Far Westhouse, LA6 3NR

Tel: 07879611088

Dr Sheila Hunter (Vice-Chair) Westhouse Lodge, Westhouse, LA6 3NZ.

Tel: 41305

Closing date for applications is 31st December 2018