**GILBERDYKE PARISH COUNCIL**

**CLERK AND R.F.O.**

With responsibility for the administration and financial management of the Council’s activities, the Clerk provides research, support and guidance to the Council.

Experience of working in the public sector is desirable. Applicants must have digital IT skills, be able to work on their own initiative, be willing to acquire new skills and take a proactive interest in the well-being of our community.

This is a permanent position with flexible, part-time hours, 11 hours per week and requires attendance at Council meetings held in the evening (1 per month). As a home based position, reliable broadband access is essential. NJC scales 11 to 22 (£11.00 to £13.68 per hour) dependent on qualifications and experience.

Gilberdyke Parish Council is an equal opportunities employer.

For more information please contact Sue Nicholson, (Temporary Clerk), The Joiners Shop, Blacktoft 01430 441064

Home email: gusthepuss@btinternet.com or office : clerk@blacktoft.org.uk