



SILCHESTER PARISH COUNCIL

Member of the Hampshire Association of Parish and Town Councils

Clerk: Chris Gunnell, 22 Church Road, Pamber Heath, Tadley, RG26 3DZ

Tel: 07470 809086

Email: clerk@silchester-pc.gov.uk

Website: www.silchester-pc.gov.uk

VACANCY FOR PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER

Silchester Parish Council is seeking to appoint a suitably experienced person with excellent administrative skills to undertake the day-to-day management of the council's business.

17.5 hours per week, hours flexible, to include some evening meetings (approximately 1-2 per month)

Work from home (equipment supplied and office allowance paid)

Must have good written and verbal communication skills, be very organised and self motivated. Computer literate, with previous experience of Microsoft office preferable.

The role will also involve maintaining the financial records of the council and preparing monthly accounts (Rialtas Software package used), must be happy with numbers and excel spreadsheets.

Relevant Local Government qualifications / experience an advantage but not essential as training will be provided.

Salary will be dependent upon ability and experience.

The council has seven elected members with an electorate of circa seven hundred and fifty. This is a tremendous opportunity for an individual wishing to work at the heart of Silchester's community affairs.

To apply, please send your CV by Friday 14th February to:

Chris Gunnell – clerk@silchester-pc.gov.uk

If you would like any more information regarding the role, please contact Chris on 07470 809086.