



Haslingfield Parish Council Parish Clerk

I am sorry to announce that Frances Laville, the Parish Clerk will be leaving her role during May 2018. She has been appointed as Parish Clerk for the village of Caldecote.

I would like to thank her for the sterling work that she has done for us, we will miss her greatly but wish her every success in her new role.

We are now in need of appointing a new Parish Clerk.

The key duties are:

- Ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
- Receiving and preparing invoices for payment. Monitoring and balancing the Council's accounts.
- Preparing and attending the Council Meetings, including minute taking.
- Receiving and dealing with correspondence

The ideal candidate would have some parish clerk experience, a good working knowledge of Word and Excel, be a good administrator, team player and be self-motivated.

You will be required to work an average of 16 hours per week, initially working from home but this may change to working in the Village Hall in the future. The rate of pay will be between £12 and £13 per hour depending of relevant experience. Full training will be given.

If you are interested in applying or hearing more, please contact either Jenny Jullien 47a The Elms Haslingfield CB23 1ND jenny.jullien@icloud.com 01223 872848 or Frances Laville 32 High Street Great Eversden CB23 1HW haslingfieldparishclerk@gmail.com 01223 264360 by the 11th May 2018