



Vacancy for Parish Clerk

South Marston Parish Council will shortly be advertising a vacancy for a new Parish Clerk from January 2019 onwards.

Initially working from home, but with a view to eventually running a South Marston-based parish office, the Clerk will be responsible for the day-to-day administration of the Council's activities.

17 hours per week, which includes attendance at evening meetings once a month.

Hourly rate will be between £14.50 to £19.00 (full time equivalent of £28,000 – £36,000 p.a.) dependent on skills and experience.

There are extra hours available for additional work for candidates with the appropriate skills:

- Communications officer: 5 hours per week. Management of social media, website editing and production of South Marston Community News. Must be IT literate and confident with MS Publisher.
- Finance Officer: 2 hours per week. Management of financial accounting and reporting and experience of using accounts packages.

These additional hours can be done either in addition to the Clerk's role or can be applied for separately.

If you believe you may be suitable for any of these roles, please register your interest by emailing Claire.Penny@southmarston.org.uk.

Copies of the job description and application process will be emailed to you as soon as they are finalised.



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