



# Cannington Parish Council

## Parish Council Job Vacancy

### **Cannington Parish Council Deputy (part-time)**

Cannington Parish Council wishes to recruit a Deputy Clerk working six to eight hours a week.

Candidates with experience as a Personal Assistant and/or have previously been a Parish Clerk are preferred. Candidates must be able to demonstrate competence in both administrative and financial procedures and if not already qualified, willing to obtain the qualifications necessary to assist the Council in obtaining Quality Status. Candidates must have good communication and Information Technology skills and be competent on the use of Microsoft Office and be able to maintain the Parish Council website.

Salary according to National Agreement for Local Government Employees, scale point based on relevant experience.

Applications should be in writing and accompanied by a CV and quoting the names and addresses of two referees who know you in a work capacity to: The Clerk of the Parish Council, Community Room, Village Hall, Brook Street, Cannington, Bridgwater, TA5 2HP by **22<sup>nd</sup> April 2016**

Interviews will be held in Early May 2016.

