



Box Parish Council – Assistant Clerk Required

We are seeking an enthusiastic, dedicated person to work in a job share with our existing Clerk.

This role would suit either a candidate with existing experience or someone seeking a new challenge in local government.

The full role is 36 hours a week, 09:00-15:00, Monday– Friday, plus evening meetings, based in the Council offices in Box (to be divided as a job share, hours to be agreed).

We are looking for someone who is committed to detailed administration, has respect for confidentiality and procedure, is happy to help members of the public & councillors with their enquiries and can work independently or as part of a small team.

Job tasks (see job description) include online and offline document management, meeting preparation & minute-taking, facilities bookings.

Abilities and experience:

Essential - Experience in using Microsoft Office, & general office equipment, filing & administration.

Desirable – experience in using book-keeping software, Certificate in Local Council Administration (CiLCA), knowledge & experience in Local Government, Website Content Management Software. Training will be provided where necessary.

Salary and Benefits

Salary range LC2 (18-23)

Local Government Pension Scheme (NEST)

Holidays – pro rata

Future development of the role could include increased hours, dealing with budgets, accounts, invoicing, payments, salaries and VAT (being the council's RFO), managing burials records and documents and staff liaison.

Informal enquiries regarding the post will be welcomed by the clerk Margaret Carey on 01225 742356.

To request a job application pack, please email mailbox@boxparish.org.uk

Deadline for applications 29th September 2023

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