

Job Vacancy

Clerk to Coldridge Parish Council

Coldridge Parish Council is looking for a new clerk to replace Keyth Richardson who is retiring. The role of the clerk is to support and advise the Parish Council in a number of ways. These include writing and publishing the minutes as a legal record of what was decided at the meeting; as the Responsible Financial Officer ensuring all funds are properly accounted for; providing legal and financial advice and information to support the council's decisions and providing advice and administrative support and takes action to implement council decisions. As the only employee of the Parish Council the Clerk will have to ensure compliance with all employment law, taxation and the Pension Regulator requirements

For an informal discussion please contact Keyth on 01363 83251 or clerk@coldridge-pc.gov.uk. He can also provide the full job description and person specification for the post. They are also available online at <https://Coldridge-pc.gov.uk>

Applications to be sent to Cllr Andrew Green, Higher Chilverton, Coldridge, EX17 6BH or emailed to cllr.andrew.green@coldridge-pc.gov.uk explaining how you meet the requirement of the post as per the job description and person specification.

Closing date for applications August 12th

A provisional date for interviews is 19:30 on August 19th.