



P O Box 6293
Milton Keynes
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VACANCY

Temporary Assistant(s) to the Clerk

Hours see below

Working mostly from home.

Salary see below, depending on experience;

Kents Hill and Monkston Parish Council is seeking pro-active team workers to assist the locum clerk in the absence of a full-time clerk. Three part time roles have been identified and could be combined in one or two individuals:

1. Email redirection and some responses (1 hr a week-day).
2. Allotment administration and supervision of the clerk (20 hrs in the first month, reducing sharply after a month)
3. Accounts officer (Est 10 hrs per week).

The roles would suit people who are interested in all aspects of the Parish's work but do not have time to fulfil the role of a Clerk. The roles will last until late April or early May, exact dates by negotiation.

Candidates should be organised, clear communicators, clear and precise at record-keeping and administration, and able to work on their own and as part of a team. Local knowledge and previous experience in local government would be preferable.

Closing date 28th January 2024 and interviews will be held as soon as possible. Full details of the role and responsibilities are included in the job description, available by contacting the Parish Clerk clerk@kentshill-monkston-pc.org.uk or visiting our website www.kentshill-monkston-pc.org.uk