



P O Box 6293
Milton Keynes
MK10 1ZG
E: clerk@kentshill-monkston-pc.org.uk
M: 07946 512 523

VACANCY

Parish Clerk

Full time, flexible hours

Working mostly from home; Possible staffing of an office in future;

Salary on PO 1-2 scale, depending on experience;

LGPS Pension scheme

Kents Hill and Monkston Parish Council is seeking a full time Parish Clerk/RFO to take responsibility for the management of the Parish Council's staff and business and the legal and procedural compliance with legislation.

The ideal candidate will be administrative-focussed with a commitment to making the Parish services and administration work for the community without cutting legal corners! Able to work on their own initiative, the successful candidate will work in close collaboration with the Chair and the Parish Council and manage the Parish Warden and any future staff. Hours: flexible predominantly weekday daytimes with some evening and occasional weekend working. Computer literacy is essential as is experience of public sector administration. Experience as a Parish Clerk highly desirable. Local knowledge and experience of project management would be preferable. A willingness to undertake training is expected.

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