



# Job Vacancy



## Clerk to Buckden Parish Council

### Overall Responsibilities of the Clerk to the Council\*\*:

- To be the Proper Officer of the Council
- To ensure that the instructions of the Council are carried out.
- To advise the Council and provide information as required
- To manage Council resources.
- To administer the financial records of the council
- To prepare and issue agendas and minutes for Council Meetings

*\*\* A full job description is available at: [www.buckden.org](http://www.buckden.org)*

**Hours:** 12 hours per month

**Remuneration:** SCP 19 (£13.24 per hour) – subject to experience

Necessary Training & equipment provided

Please send a CV to: [buckdenclerk@gmail.com](mailto:buckdenclerk@gmail.com) or contact  
L Close - 07900 928113