



Vacancy – Assistant Parish Clerk

(4hrs per week)

Clapham Parish Council is seeking a motivated and enthusiastic Assistant to the Clerk to the Council and Responsible Finance Officer.

The successful candidate will be employed for 4 hours per week, working from the office in Clapham Village Hall.

The role of the Assistant Clerk is to provide support to the Clerk in her duties to ensure the smooth running of the Parish Council and King George V Trust.

You will need to be a good communicator with an ability to deal with diplomacy and tact with a wide range of people and have the ability to prioritise their workload independently. Strong interpersonal skills are essential together with IT skills which should include the competent use of the MS Word, Excel and Outlook.

Terms & Conditions include:

- Starting salary determined by National Association of Local Councils Pay point 2 – 5 based on experience and qualifications is £11.65 per hour.
- Annual Leave - 22 days plus 5 for five years' service plus additional 2 days according to Local Council Green Book up to 29 days paid holiday per year pro rata (subject to number of years' service if already a serving Parish Clerk or Local Authority officer)
- The role is based at the Clapham Village Hall.

Our ideal candidate will have the following experience and skills:

- Competent use of email, Microsoft Office Word and Excel
- Good degree of literacy and numeracy
- Excellent written & verbal communication skills
- Good organisational skills
- Be able to drive
- Understanding of Local Council administration & legal framework

For more information, please email your CV with a short covering note and your full contact details to clerk@clapham-pc.gov.uk by 30th June 2024.