

Lyng Parish Council are looking for an enthusiastic and self-motivated person for the role of Clerk to Lyng Parish Council for approximately six hours per week.

Excellent organisational skills will be needed as you will be required to work from home and ideally will have the professional qualification for Parish Clerks (CILCA) or be willing to undergo the appropriate training to work towards this.

The job requires a variety of skills including accounts experience for Parish finances, computer literacy (Word, Excel), accurate and professional letter writing. Knowledge of the local area would also be an advantage.

There are six PC meetings a year, (second Wednesday of every other month, beginning in January), plus occasional extra meetings.

The main duties include:

- To advise and support the Chair and Parish Councillors.
- To arrange and attend Parish Council meetings.
- To publicise meetings and prepare agendas and Minutes.
- To manage the Parish Council finances and prepare the accounts for annual audit.
- To circulate correspondence on a daily basis and
- To regularly forward agendas, Minutes, local news and information to the Parish Council website
- To manage the Burial grounds and allotments, as directed
- To liaise with Norfolk County Council, Breckland Council, the public, other organisations and official bodies, as directed.
- To attend an additional meetings as required.

Closing date for applications – 5<sup>th</sup> February 2018

Please respond with your CV, a covering letter and contact details for two references, to-:

Camilla Davis, Chair Lyng Parish Council, Ivybush, Duffield Crescent, Lyng, Norfolk. NR9 5RX or email [camillagdavis@gmail.com](mailto:camillagdavis@gmail.com)