**ADVERT**

**Job Title:** Assistant Clerk

**Location:** Kegworth Parish Council Office, 1 London Road, Kegworth, DE74 2EU

**Hours:** 12.5 hours per week (2.5 hours per day, Monday to Friday, 9:30 am – 12:00 pm)

**Salary:** NJC Spinal Column Points 18 – 23 (Starting at Point 18), £15.21 - £16.67 per hour (pay award pending)

**Kegworth Parish Council is seeking a dedicated and organised individual to join our team as an Assistant Clerk. In this role, you will support the Clerk in ensuring the smooth administration of the Council’s activities and will act as the Clerk's deputy when required. This position offers an excellent opportunity for someone with an interest in local government and administration to develop their skills and progress in their career, with the potential for future advancement to the role of Clerk.**

**Key Responsibilities:**

* **Administrative Support:** Assist the Clerk in ensuring compliance with legal and statutory duties and managing the office's daily operations, including clerical and financial tasks.
* **Deputising for the Clerk:** Prepare agendas, display notices, clerk meetings, type minutes, and carry out the Council’s instructions in the Clerk’s absence.
* **Financial Management:** Record income, manage invoices, seek supplier quotes, and produce financial reports.
* **Risk Management:** Conduct and record regular inspections of Council-owned allotments and play areas, ensuring they are well-maintained and safe.
* **Communication:** Assist with the production of newsletters, maintain the Council’s website and noticeboards, and monitor social media channels.
* **Customer Service:** Act as the first point of contact for enquiries, providing an excellent reception and switchboard service.

We offer excellent nationally based terms and conditions of employment for this post which may involve working occasional evenings.

**How to Apply:**
If you are a proactive and motivated individual looking to make a positive impact within the Kegworth community, we encourage you to apply. Please complete the application form and return it with a cover letter outlining your suitability for the role to our Clerk at clerk@kegworthparishcouncil.gov.uk. **Closing Date:** **27 September 2024 at 10 am**

Kegworth Parish Council is an equal opportunity employer, committed to creating an inclusive environment for all employees. We encourage applications from all qualified individuals.