

# **LANDBEACH PARISH COUNCIL**

## **VACANCY FOR PARISH CLERK**

**The ideal candidate will have good organisational and computer skills, be a good communicator and above all have an interest in the community.**

**Training is available for the legal and financial frameworks and procedures relating to local councils.**

**Duties include publishing meeting agendas, producing minutes, liaising with contractors, outside bodies, actioning the council's decisions and managing the finances of the council.**

**Hours are nine per week including a monthly meeting. The successful applicant will be required to work from home.**

**For further information please contact:  
Mrs. Melanie Hale,  
Chairman of Landbeach Parish Council  
on Tel no. 01223 441522**

**11<sup>th</sup> June 2007**