

**HILPERTON PARISH COUNCIL**

**PARISH CLERK**

**10 – 15 hours a week**

**Salary Scale £13.45 to £16.64 an hour  
according to experience/qualifications.**

**Reporting to the Chairman, you will be responsible  
for the preparation of meetings, implementing council decisions  
and keeping its financial records.**

**Attendance at evening meetings and preparation of  
Minutes for approval will be required.**

**Computer skills will be needed, together with  
excellent communication skills.**

**For a full Job Description and other details, please e-mail  
the current Clerk at [rockseast@btconnect.com](mailto:rockseast@btconnect.com)**

**Closing date for applications: 23<sup>rd</sup> September, 2023**