



## Vacancy for Parish Clerk

The Parish Council are seeking to fill the vacancy of Clerk to Kemble and Ewen Parish. This is a part-time role, working from home, 9 hours per week. Duties include preparation of agendas, attending monthly meetings, minutes, handling correspondence and some basic financial work. Salary is on the national agreed scale and is dependent upon experience (£9.20 to £9.99/hr)

The council is looking for an enthusiastic person with good written and oral communication skills and who has a basic knowledge of IT.

The role provides an ideal way to get involved in the village and applications from residents with an interest in the parish would be particularly welcome.

For more information or an informal chat please contact the current clerk: -

Liz Hall

Tel: 01285 770510 or email: [kpcclerk@kemble.co.uk](mailto:kpcclerk@kemble.co.uk)

