

# EAST BERGHOLT PARISH COUNCIL

## ASSISTANT TO THE PARISH CLERK

East Bergholt Parish Council is seeking a part-time assistant to the Parish Clerk to undertake a range of administrative functions which comprise the everyday business of the Council including management of some functions and projects.

**Hours** – 20 hours per week

**Salary** - £12,095

**Duration** – Two-year fixed term contract with possibility of extension

**Location** – The Parish Office, East Bergholt with occasional working from home

**Core Duties** –

- Website administration and development
- News and social media output
- Modernising cemetery records
- Managing smaller projects
- Undertaking risk assessments and policy reviews
- Assisting with the preparation and distribution of agendas and similar
- Assisting with financial management
- Ensuring enquiries are dealt with promptly and in a professional manner
- Supplying information about Council services
- Undertaking routine correspondence and administrative duties
- Maintaining office records and filing systems, including electronic systems

For a full job and person profile go to:

[www.eastbergholt.org](http://www.eastbergholt.org) (Parish Council/Documents/Vacancy)

For an informal chat contact Graham White, Parish Clerk on 07801 368283

To apply for the post please send a current CV and a covering letter of up to 500 words setting out your suitability for the post and why you would like to work for the Council to [east.bergholtpc@btconnect.com](mailto:east.bergholtpc@btconnect.com) by 5pm on 2 December 2022.

Interviews will take place on 6 December 2022.