

PUNCKNOWLE & SWYRE PARISH COUNCIL

VACANCY FOR PARISH CLERK

Applications are invited for the post of Clerk/Responsible Financial Officer to the Parish Council

The Parish Council meets monthly at the Puncknowle Village Hall on the 1st Tuesday of each month (except January & August).

The Clerk/RFO is responsible for the Agenda and the Minutes of the meetings, the Council's finances, liaison with other bodies and members of the Public, correspondence and emails, etc.

The job post is for 30 hours per month. For further information please contact the Chairman, Geoffrey Fry Telephone: 01308 898068 or email: pgcfry@gmail.com

Or the Clerk at puncknowle@dorset-aptc.gov.uk

Applications by 15th February 2019.