

# MINSTER PARISH COUNCIL



**MINSTER  
IN THANET**

The Parish Office  
4a Monkton Road  
Minster-in-Thanel  
Ramsgate  
Kent CT12 4EA

Tel: 01843 821339  
Fax: 01843 825869  
Email: [clerk@minsterparishcouncil.org.uk](mailto:clerk@minsterparishcouncil.org.uk)

Clerk to the Council: Kyla Lamb - MAAT

## MINSTER PARISH COUNCIL

Has a vacancy for an Assistant Parish Clerk to work in their busy Parish Office. This is a part time position, 18 hours per week (Wednesday, Thursday, Friday 9-3 each day) Salary £10,680 p.a. SCP 24. Working in a small team you will need to be flexible with strong multi-tasking skills. You will need to be competent in a range of practical and organisational skills to support The Clerk/Responsible Finance Officer and the work of the Council. Experience with office systems, IT and computerised bookkeeping/payroll software are essential. You will also need to have the people skills to work with elected Councillors, residents and others from public and private sector bodies.

Minster is an active authority and apart from the normal activities of a Parish Council it also undertakes agency services as part of an agreement with Thanet District Council. The operations include:- the management of the Cemetery, Pavilion, Recreation Grounds, Environmental Services, public open spaces , verges and other services.

Please contact Kyla Lamb for a job description and person specification at [clerk@minsterparishcouncil.org.uk](mailto:clerk@minsterparishcouncil.org.uk) or 01843 821339. Should you wish to apply for the position please send your CV with a covering letter to Kyla Lamb, The Clerk, 4a Monkton Road, Minster, Nr. Ramsgate, Kent CT12 4EA. The closing date for applications is Monday 14<sup>th</sup> August 2017.

