## GRENDON UNDERWOOD PARISH COUNCIL



All correspondence to the Parish Clerk on clerk.gupc@outlook.com Tel: 0787 368 3043 Web Site: https://www.gupc.org.uk/

## Part time vacancy for a Clerk/Responsible Finance Officer

The ideal candidate should be confident in the use of Microsoft applications, have an eye for detail, enjoy a varied role and have an appreciation of following guidelines and policies.

Training will be provided. The position is mostly home based, 8 hours per week at £15 an hour.

Please email the Chairman in the first instance at <a href="mailto:km.gupc@outlook.com">km.gupc@outlook.com</a> or telephone 07789 938307 for an informal chat.