

Assistant Clerk to Twyford Parish Council

A new vacancy has arisen for the above post which is part-time and currently home based. The post requires someone who has a range of administrative skills and is able to use considerable initiative in their work.

The Parish Council works closely with the local community and offers rate of pay at NALC points LC 10 to 16 for a varied and interesting role. The post is for 10 hours per week (which normally includes up to two evening meetings per month). Preference will be given to those applicants living in Twyford or the nearby community

For further details and an application form please contact the Clerk:

**Lucy Moffatt, 16 Gooch Close, Twyford, Reading,
Berks Telephone 0118 9345444
clerk@twyfordparishcouncil.gov.uk**

*Closing date for applications is
3rd March 2016*