

# **Cawood Parish Council**

## **Vacancy for Parish Clerk and Responsible Financial Officer**

Cawood is an attractive rural village with a population of approximately 1500. The Parish Council precept is approximately £32,000.

Our ideal applicant would be an enthusiastic, forward thinking individual with some experience in this field, but continuing personal development will be provided.

As Clerk, you will need to be IT literate (computer equipment provided) in order to carry out routine administrative duties such as organising meetings, minute taking, correspondence etc.

As Proper Officer, you will be responsible for managing the Council's statutory requirements, advising councillors on current legislation etc, and you will have a key role in the interests and development of the Parish.

As Responsible Financial Officer, you will be responsible for the administration of finances and keeping the financial records of the Council.

The post is for 8 hours per week, working mainly from home. You will be required to attend monthly Parish Council meetings, which take place on the third Thursday in the evening, normally in the village hall, but by video conference during the Covid19 crisis.

Salary will be pro rata, between SCP 13 to 23 (£22,627pa - £27,741pa) on the Local Government NJC scale for clerks, dependent on qualifications and experience. The successful candidate will be subject to two satisfactory references, right to work in the UK checks and medical clearance.

Please visit our website at <https://cawoodvillage.org.uk/> for further details of this permanent post. Applicants are advised to refer to the job description and person specification before applying. Please complete an application form and submit a covering letter of no more than two sides of A4 to [mikecowling66@googlemail.com](mailto:mikecowling66@googlemail.com)

The closing date for applications is 2nd November 2020.