



Aiskew & Leeming Bar Parish Council – North Yorkshire

Vacancy for Clerk and Responsible Financial Officer

Aiskew & Leeming Bar Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time, 10 hours per week. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary in accordance with National Joint Council recommendations; pay scale starting at £17.16 per hour, points 24 to 28, dependent upon qualifications and experience.

Must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied. Must be able to store Council equipment and files at your home address and be available to attend Council meetings every third Wednesday evening of the month except August and December. Occasional attendance at additional meetings will also be required, as well as site visits to locations in the Parish.

Duties will include acting as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council. In addition, the Clerk is responsible for the management and administration of the following functions that are exercised by the Council.

Play parks, hedge cutting, general repairs, allotments, policies, website, facebook and dealing with NY Council

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

Previous applicants are welcome to re-apply.

The application form, job specification and personal specification are available from:

Aiskew & Leeming Parish Council,

E-mail: clerk@aiskewleemingbar-pc.gov.uk

Telephone 07458123944

Closing date for applications: 27th of March

