

APPLETON ROEBUCK AND ACASTER SELBY PARISH COUNCIL

www.appletonroebuckandacasterselby-pc.gov.uk.

**Clerk to the Council: Mr John Passmore, Lavender Cottage,
Broad Lane, Appleton Roebuck. YO23 7DS**

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

Telephone: 01904 744521

Vacancy for Trainee / Clerk and Responsible Financial Officer

(Part time 30 hours per month)

FTE Salary £ 24,982 - £ 32,234: Suitably qualified clerks will start at £ 28,672

Due to the retirement of the present post holder, applications are invited for the above post. The successful candidate will be appointed to the appropriate position of Trainee or Clerk. In the case of trainee the existing Clerk will continue to supervise. The Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on this key post.

The post is part time working mainly from home. Attendance at meetings is required on the first Wednesday evening of each month except August, and other occasional dates. The post holder will be ultimately responsible for all aspects of the functions undertaken by the Council, which include:

Maintenance of Council buildings and street furniture;

Street lighting;

Burial Ground;

Arranging and overseeing contractors;

Hire of the Parish rooms.

The Clerk/RFO is responsible for:

Preparing Agendas and Minute taking.

Advising the Council on procedures, governance, and finance matters.

Producing invoices; banking; payments; reclaiming VAT where applicable, sourcing and applying for grants; accounting and dealing with internal and external auditors.

Updating the PC Website.

Candidates must have good communication and problem solving skills, be IT literate, numerate and able to use the Microsoft Office suite.

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. The current Clerk will be available for training, and assistance.

The application form, job specification and personal specification are available from the Clerk, details above.

Closing date for applications: 25th July 2022