

**Barnburgh and Harlington Parish Council**  
**Doncaster, South Yorkshire**

**Job Vacancy for a Parish Clerk and Responsible**  
**Financial Officer**

**Barnburgh and Harlington Parish Council are seeking a part-time Parish Clerk/ responsible financial officer.**

The Parish Council are seeking an enthusiastic, highly motivated person to undertake all aspects of first tier local government administration, including the arrangements for the Parish Council's monthly meetings.

Duties to include:-

- Advising and supporting the council
- The preparation of minutes
- Implementing actions and decisions taken by the Parish Council and its Committees, dealing with correspondence, the preparation of budgets and financial records, and undertaking discussions with other organisations etc.

The Parish Council are also responsible for Allotments and the Parish Cemetery and these would also be the administrative responsibility of this role.

The post will be working from home with 10 Parish Council evening (2<sup>nd</sup> Wednesday of the month) meetings a year and also to support other committees when required.

The Parish Council would like Applicants to hold the Certificate in Local Government Administration or be willing to work towards achieving this qualification. The parish Council would support training required for the role

The ideal candidate would have experience in administrative skills, finance and be computer literate.

The appointment is part-time, for twelve hours per week (pro rata), and is in accordance with National Joint Council recommendations pay scale-LC2/points 18/23 .Salary would depend on experience, plus expenses, the Parish Council will also offer a government pension scheme.

**A CV with a covering letter should be submitted by Friday 28th February 2020**, to the present Parish Clerk, Mrs J Talbot , 51,Bleakley lane, Notton Wakefield WF4 2NU or by email to [parishcouncil@mybarnburghandharlington.co.uk](mailto:parishcouncil@mybarnburghandharlington.co.uk)  
Interviews will take place on a date to be arranged in early March.

---