
BISHOP MONKTON PARISH COUNCIL

Vacancy

A vacancy has arisen for a Clerk and Responsible Financial Officer (Part Time).

Bishop Monkton Parish Council seeks a motivated and organised person with prior relevant experience to take on the post of Clerk and Responsible Financial Officer to the Council.

The post is part time, 5 hours per week. Working mainly from home the hours of work are flexible apart from attendance at evening meetings. Council meetings are generally held every 6 weeks.

Duties will include managing both the council's administration and the services it provides for the people of Bishop Monkton parish, servicing council meetings, fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising councillors and carrying out such other duties as are appropriate to the role of Parish Clerk. There will be need for the postholder to become familiar with legislation for the parish sector.

The post is subject to a six-month probationary period and the successful applicant will be expected to hold or work towards the Certificate in Local Council Administration (CiLCA) or be willing to undertake the necessary training to obtain the qualification.

Salary will be paid in accordance with the National Joint Council recommendations within the scale points 13-17 dependent on qualifications and experience.

An application form and supporting information can be obtained from the Clerk via email:
bishopmonkton.pc@gmail.com

Completed application forms should be returned no later than 20th August 2021, Noon.

Please note, CV's will not be accepted