

Bulmer Parish Council – Ryedale District

Vacancy for Clerk and Responsible Financial Officer

Bulmer Parish Council (population around 200) is seeking an enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time, the current clerk estimates roughly 80 hours a year. Working mainly from home, the hours of work are flexible except for attendance at meetings, four each year in the village hall.

Salary £1,200 per annum paid quarterly.

You need to be IT literate, able to store Council equipment and files at your home and be available to attend Council meetings.

Duties include: Acting as advisor to the Council which involves learning the relevant parish legislation, preparation of the meeting agendas, minute taking, dealing with residents' queries and all correspondence, filing and accounts in addition to being the Responsible Financial Officer to the Council.

Experience of local government would be an advantage but is not essential as we can offer training.

If you are interested or would like further information please contact:

Tony Wood
Bulmer Parish Council,
01653 618330
E-mail: bulmerpc@btinternet.com

Closing date for applications: 28th January