

Carleton-in-Craven Parish Council

www.carletonincravenpc.org.uk

*Clerk: Mr John W. Preston, 18, Beech Hill Road, Carleton-in-Craven, Skipton, North Yorkshire, BD23 3EN.
Tel: 01756 795435.*

invites applications for the position of

CLERK AND RESPONSIBLE FINANCIAL OFFICER.

Carleton-in-Craven Parish Council is an active Council that seeks a highly motivated enthusiastic person to take on the post of Proper Officer (Clerk) to the Council and Responsible Financial Officer.

The post is part-time, 7 hours per week
Working mainly from home, the hours of work being flexible except for the compulsory attendance at all meetings usually held on the last Wednesday of the month (No meetings in July and December).

Must be IT literate and able to use Microsoft Office Suite
Must be able to store Council equipment and files at your home address.

Salary is in accordance with Local Government NJC pay scales to a maximum of new SCP 14. The position may be taxable and allowances are available for home working and use of own computer/printer.

Duties will include: Acting as advisor to the Council, preparation of agendas, minute taking and actions, compilation of correspondence, website management, filing and accounts in addition to fulfilling the statutory role of Responsible Financial Officer to the Council.

Prior relevant experience is an advantage but a willingness to undertake training in all aspects of local government administration, leading to the CiLCA is desirable. Knowledge of the Parish may also be an advantage.

Please forward a CV and a hand written covering letter outlining why you think you are suitable for the role, in a sealed envelope marked 'Clerk position' on the reverse, to the Clerk to the Council at the above address.

Or for an informal conversation phone 01756 795435.

Closing date for submission of applications is noon on the 24 June 2021.

The successful applicant will take up the post from the 1 October 2021.

