

THE LUTTONS PARISH COUNCIL

We are seeking a self-motivated person for the post of Clerk to the Council and Responsible Financial Officer.

The Parish Council covers the Wolds villages of West Lutton, East Lutton and Helperthorpe and consists of 9 volunteer Councillors working on behalf of the community. This is a part-time post of 4 hours per week. Working mainly from home (for which a small allowance is payable), the hours of work are very flexible and may be worked to suit you, except for attendance at meetings approximately every 2 months and which are jointly agreed in advance.

The salary is in accordance with the latest National Joint Council recommendations; pay scale 7 pro rata to a current annual salary of £22,369 (£11.63 per hour)

The successful candidate will be IT literate and able to use the Microsoft Office suite on the computer equipment supplied by the Parish Council and must be able to store some Council equipment (laptop, printer and files) associated with the role at his/her home.

Duties include: acting as advisor to the council, which involves learning the relevant parish legislation, preparation of the agendas, minute taking, dealing with correspondence and enquiries and the preparation of basic accounts and budgets as the Council's Responsible Financial Officer. The ability to maintain the Parish Council's website and prior relevant experience would be an advantage. The Parish Council will provide training to the successful candidate.

Closing date for applications is Friday 16th December 2022.

If you are interested in joining us or wish to find out more, we look forward to hearing from you and of course would be happy to chat about it, so please feel free to contact :-

John Wane: Chair – The luttons PC

Email: j.wane@btinternet.com

Telephone: 07711008522

OR

Martin Pearce: Vice Chair

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