

# **Constable Burton with Finghall Parish Council (Richmondshire District) Part time vacancy clerk/RFO**

Constable Burton with Finghall Parish Council seeks a motivated, enthusiastic person to take on the post of part time Clerk to the Council and Responsible Financial Officer.

**Duties include:** acting as advisor to the council; minute taking; compilation of correspondence, (ability to use e-mail is essential); filing, accounts and willingness to undertake training in all aspects of parish council administration and to also undertake the Certificate in Local Council Administration.

Applicants need to be able to communicate effectively, either orally, in writing or electronically and to present views positively. The successful candidate will possess a high degree of literacy and numeracy, coupled with excellent organisational skills and the ability to use MS Word/Excel. Experience of monitoring budgets and preparing financial statements and final accounts is desirable.

Previous local government experience is desirable but not necessary as training will be given.

Time spent on Council business varies but is approximately 10 hours per month.

Salary is paid in accordance with the National Joint Council recommendations; starting salary NJC Salary point scale 5 (£10.04 per hour) plus reasonable expenses.

For further details contact: Councillor I Hainsworth (Parish Council Chairman) at: [ian.edward007@outlook.com](mailto:ian.edward007@outlook.com)

Tel: 01677 450245

Closing Date for Applications: 5pm on 31 December 2020