

Crofton Parish Council (Wakefield West Yorkshire) - Vacancy for Parish Clerk and Responsible Financial Officer.

Closing date Friday 23rd December 2022

Seeking a motivated and enthusiastic person to take on the position of Parish Clerk and Responsible Financial Officer.

The post is currently part time primarily working circa of 15 hrs/week from home, all hours being flexible. The Parish Council are currently in the process of building a new Parish Centre which will also act as the office for the parish as well as holding meetings. The Candidate will be required to attend meetings, Monthly meetings are held on the second Tuesday of every month from September to July.

Salary and pay are negotiable depending upon experience and qualifications in accordance with NJC recommendations

Your duties will include: -

- Acting as advisor to the Parish Council.
- Taking of minutes and organising correspondence.
- The administration of the Parishes facilities i.e., Allotments, Parish Cemetery and Sports Facility. Each of these facilities have working parties.

Applicants should be IT and financial literate.

Prior experience would be an advantage however we would be prepared to facilitate further training.

Those interested in taking up the post please send all applications and CVs to the Chair of Crofton Parish Council, Cllr Trevor Chalkley at croftonpc@gmail.com 07971815472