

Draughton Parish Council – North Yorkshire

Vacancy for Clerk and Responsible Financial Officer

Draughton Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time, 19 hours per month. Pay is £12.42ph. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied. Must be able to store Council equipment and files at your home address and be available to attend bi-monthly Council meetings, as well as occasional additional meetings.

Duties will include acting as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council.

In addition, the Clerk is responsible for the management and administration of the following functions that are exercised by the Council: grass cutting, policies, website updates and liaising with NY Council.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

The application form, job specification and personal specification are available from:

Draughton Parish Council

E-mail: parishclerk@draughton.org.

Telephone: 01756711238

Closing date for applications: 22 April 2024