

EARSWICK PARISH COUNCIL (<https://earswick.org>)

Vacancy for Parish Clerk and Responsible Financial Officer [RFO]

Part Time - up to 10 hours per week/40 hours per month

**Salary as per The National Joint Council for Local Government Services (NJC) SCP 7 -12
Minimum £10.44 per hour**

Earswick Parish Council is seeking to recruit to the post of Clerk and RFO a highly motivated person with good administration skills.

The post is part time, working 10 hours per week (or 40 hours per month) to include attendance at evening meetings, typically once a month.

The successful candidate will be provided with a council designated laptop and printer. They will work from home and will need space to keep the filing cabinet provided and various files.

They will preferably hold the Certificate in Local Council Administration qualification or be willing to undertake the appropriate training and study to obtain the qualification. Previous experience in local government administration is desired but not essential.

The successful candidate will be appointed on NJC SCP Scale 7-12 dependent on experience.

Duties include:

- a) Attendance at Parish Council meetings and minute taking, usually 10 meetings per year
- b) Dealing with enquiries to and from the Council
- c) Managing income and expenditure and preparing accounts for audit
- d) Ensuring the Parish Council remains compliant with legislation and best practice
- e) Ability to store Council equipment and files, and use own address as office base
- f) Maintaining the Parish Council website and records
- g) Dealing with planning applications

Applicants need to have good computer skills including use of MS Word and Excel, and emails.

Closing date for applications: Monday 08 January 2022

Interviews expected to take place week commencing 17th January 2022.

For further information please contact: Cllr Derek Jones – derek.jones@earswick.org or Joanne Fisher (Parish Clerk) earswickclerk@aol.com