

FARNHILL PARISH COUNCIL

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Susan Harding- Hill
Clerk
1 North Place
Sutton In Craven
Keighley, West Yorkshire
BD20 7PH

Farnhill Parish Council

Vacancy for Clerk and Responsible Financial Officer

Farnhill Parish Council seeks a highly motivated enthusiastic person to take on the role of Clerk to the Council and Responsible Financial Officer.

The post is part time, 22hours per month working mainly from home. The hours of work are flexible except for attendance at meetings. Meetings are held once a month on the fourth Thursday in the month, but occasionally an extra meeting is held if something important crops up between meetings.

Salary in accordance with the National Joint Council recommendations pay scale, points 6 (£19,698pa) on a pro rata basis.

Must be IT literate and able to use Microsoft Office. Computer equipment is supplied, but must be able to store Council equipment and some files at your home address.

Duties will include acting as advisor to the Council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, updating the website, compilation of correspondence, filing and accounts, including vat returns, 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: Street Lighting, Play Area & Defibrillator.

Prior relevant experience is an advantage, but training in local government administration will be provided.

Please forward a CV with a covering letter, to Susan Harding-Hill the Parish Clerk, by email to: suehardinghill@gmail.com

Closing date for applications Friday 19th November.
Position to take effect from 1st January 2022.

