

**FOXHOLES WITH BUTTERWICK PARISH COUNCIL  
PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER**

Foxholes with Butterwick Parish Council (*in the Ryedale district*) is seeking to recruit a new Parish Clerk / Responsible Financial Officer to replace the current post holder who will be leaving at the end of March 2021.

The Parish Clerk / RFO is responsible for the day-to-day management of the Parish Council's services and facilities and is required to work in partnership with other statutory bodies and the general public to improve delivery of services to our community.

If you have excellent communication and organisational skills, the ability to develop effective working relationships with a variety of organisations and an understanding of the local government sector, then we would like to hear from you.

Starting salary will be dependent on relevant qualifications and experience. Hours are currently 3 per week and the current salary is £1,500 per annum. The Parish Council meets every other month, usually on a Wednesday evening. The clerk will be expected to attend all meetings, and undertake all administration and accountancy associated with the parish council.

Please apply by email and enclosing your CV to Stephanie Lacey at [foxholesbutterwickpc@outlook.com](mailto:foxholesbutterwickpc@outlook.com)

Closing date for receipt of applications is 12 noon on Monday 25<sup>th</sup> January 2021. Interviews will be held via Zoom during week beginning 15<sup>th</sup> February 2021.