

## **Gate & Upper Helmsley Parish Council**

Vacancy for Clerk and Responsible Financial Officer

Gate & Upper Helmsley 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, 4 hours per week. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary in accordance with National Joint Council recommendations; pay scale LC1, points SCP7 to SCP12, dependent upon qualifications and experience.

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 Council meetings quarterly.

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.

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:  
Gate & Upper Helmsley Parish/Town Council,  
E-mail: [HelmsleyGU@outlook.com](mailto:HelmsleyGU@outlook.com)

Closing date for applications: 29 February 2024