

**Hampsthwaite Parish Council**  
(Harrogate District)

invites applications for the position of

**PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

This is a part-time post of 5 hours per week and the successful applicant will work from home.

Duties will include managing both the council's administration and the services it provides for the people of Hampsthwaite parish, servicing council meetings, fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising councillors and carrying out such other duties as are appropriate to the role of Parish Clerk. There will be need for the postholder to become familiar with legislation for the parish sector.

The post is subject to a six-month probationary period and the successful applicant will be expected to hold or work towards the Certificate in Local Council Administration (CiLCA) or be willing to undertake the necessary training to obtain the qualification.

Salary: NJC scale points 7 to 12, i.e. £10.44p to £11.53p per hour.

An application form and supporting information can be obtained by emailing:

[clerk@hampsthwaite-pc.org.uk](mailto:clerk@hampsthwaite-pc.org.uk)

Completed application forms should be returned no later than 12pm on 28<sup>th</sup> May 2021

Please note, CV's will not be accepted.