

## **Havercroft with Cold Hiendley Parish Council**

### **Parish Clerk and Responsible Financial Officer**

Havercroft with Cold Hiendley Parish lies approximately five miles south of Wakefield in a prominently rural area.

Applicants are invited for the post of Clerk and Responsible Financial Officer to the Parish Council.

The Parish Council are seeking to appoint a person who is well motivated and has excellent communication skills to take on this role as Clerk to the Council. The duties will include the day to day administration and finance, attendance at meetings and working with members of the Parish Council.

You will be suitably qualified, preferably with the CiLCA qualification and a background in Local Government, but these are not essential. Candidates CiCLA not qualified should be prepared to obtain the CiCLA qualification within a period of two years.

The Parish Council meets on the second Wednesday of the month.

Salary is paid in accordance with the National Joint Council recommendations within the scale point's 18—27 dependent on qualifications and experience.

Working from home and the hours of work are sixteen hours per week.

Persons interested in this vacancy should call 07712353538 or email [paul.stockhill69@hotmail.com](mailto:paul.stockhill69@hotmail.com) to obtain a candidate information pack including application form, job description and person specification

Closing date for applications – 26 February 2021.