

## **Heworth Without Parish Council**

### **Vacancy for part time Council Clerk/RFO**

Heworth Parish Council is seeking applications from an enthusiastic and well organised individual for the role of Clerk/RFO to this proactive Council

Time spent on council business varies weekly; hours set at 24 hours per month.

Salary is paid in accordance with the National Joint Council recommendations; starting salary NJC LC 2 (below substantive) salary point scales 18-21 (£12.64 -£13.41 per hour) according to relevant experience and qualifications, plus reasonable expenses.

Duties include:

- Attendance and minute taking at 12 council meetings per year.
- Dealing with correspondence.
- Managing council financial accounts
- Use of Email, Microsoft Word and Excel.
- Ensuring council compliance with legislation and best practise.
- Management of recreational spaces (including allotments)
- Line management of one other staff member

Previous experience in local government administration is desirable but not essential as training will be provided to the successful applicant.

The post holder will work from home and will be required to attend evening meetings and occasional daytime events.

Council designated laptop, printer/scanner and mobile phone provided

If this role appeals to you and you consider you have the necessary skills please contact us for further information, job description, person specification and an application form (or just a chat about the role):

Nicola Moorcroft (Clerk to Heworth Without Parish Council)

Tel: 07410 976367

E-mail: [clerk.hwpc@gmail.com](mailto:clerk.hwpc@gmail.com)

or download the information and application form from:

[www.heworthwithoutparishcouncil.org](http://www.heworthwithoutparishcouncil.org)

**Closing date for receipt of applications: 5pm on Friday 13 March 2020**