

Horton In Ribblesdale Parish Council  
Clerk and Responsible Financial Officer vacancy

**Date 06.12.2022**

Contact Parish Clerk [clerk@hortoninribblesdale.org.uk](mailto:clerk@hortoninribblesdale.org.uk)  
Closing date 12 February 2023

## **Horton In Ribblesdale Parish Council –**

Vacancy for Clerk and Responsible Financial Officer CiLCA qualified.

Horton In Ribblesdale Parish Council is an active Council that seeks a committed and reliable person to take on the post of Clerk to the Parish Council and Responsible Financial Officer.

The post is part time up to 30 hours per month. 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 13 to 17 SCP14 £13.21/hour, dependent upon qualifications and experience.

Applicants 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 monthly usually on second Monday of each month.

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. In addition, the Clerk is responsible for the management and administration of the following functions that are exercised by the Council such as cemetery, street lighting, banking, planning, highways, YDNP liaison, grass cutting & hedge trimming contracts and other council owned assets.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration (CiLCA) qualification will be provided, should the successful applicant not already have this qualification.

The application form and job specification are available from:

[clerk@hortoninribblesdale.org.uk](mailto:clerk@hortoninribblesdale.org.uk)

Closing date for applications: February 12<sup>th</sup> 2023