

Clerk and Responsible Financial Officer

Kirby Grindalythe Parish Council is seeking a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time working on average 2.5 hours per week. Working is mainly from home and the hours of work are flexible except for attendance at meetings.

Salary in accordance with National Joint Council recommendations pay scale LC1, point 7, currently £10.44 per hour.

You must be IT literate and able to use the Microsoft Office suite. You must be available to attend Council meetings every three months and be able to store Council equipment and files at your home address (a small allowance is payable for use of home.) Meetings usually take place in Kirby Grindalythe Village Hall

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.

If you are interested or would like further information please contact:

Kirby Grindalythe Parish Council

Email nigel.knapton@canonrow.uk Closing date: 2 December 2021.