

## **Little Houghton Parish Council – Barnsley District**

Vacancy for Clerk and Responsible Financial Officer

Little Houghton Council is a small Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time, around 4 hours per month. Working mainly from home, the hours of work are flexible except for attendance at meetings usually held six times per year.

Salary, £960 per annum in accordance with National Joint Council LC2 pay scale SCP 32.

Must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied as well as managing the Town Council website and social media facebook page.

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 but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

To apply: please send your CV and covering letter to [peterclark@barnsley.gov.uk](mailto:peterclark@barnsley.gov.uk)

The closing date for receipt of applications is Friday 10<sup>th</sup> February 2023.