

## **Lothersdale Parish Council**

### **Vacancy for Clerk and Responsible Financial Officer**

Lothersdale Parish Council is a very active Council and seeks a new Clerk to the Council and Responsible Financial Officer. We are looking for a highly motivated, enthusiastic person with good organisational and communication skills who can work efficiently and effectively under pressure and on his/her own initiative. The person appointed will have financial, legal and administrative skills and will be computer literate. Some assistance will be given with home office costs.

The post is part-time 6 hours per week. The post holder will work mainly from home but will be required to attend evening meetings in person (at least once a month) and be available for members of the public to contact during set office hours during the week.

Salary in accordance with National Joint Council recommendations, starting from SCP14 (£14.21 an hour), dependent upon qualifications and experience.

Must be IT literate, able to use the Microsoft Office suite and preferably able to supply their own computer equipment. Must be able to store Council equipment and files securely at their home address.

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. The Clerk will also:

- be the Responsible Financial Officer to the Council and therefore responsible for all financial records of the Council and the careful administration of its finances;
- lead the management of Council-owned assets, such as the recreation ground, Woodland Walk, benches and grit bins.

Prior relevant experience is a definite advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

For further details, a job description and an application form please email [clerk@lothersdaleparishcouncil.gov.uk](mailto:clerk@lothersdaleparishcouncil.gov.uk).

Closing date for applications: Friday 8<sup>th</sup> December.