

**Orgreave Parish Council**  
**Vacancy for Clerk/Responsible Financial Officer**

Orgreave Parish Council 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, 6 hours per week. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary is paid in accordance with the National Association of Local Councils and Society of Local Council (NALC/SLCC). It is anticipated the salary range would be Pay Scale LC2 Point 18 to 23, from £13.21 to £14.62 per hour. The successful candidate will be appointed to the appropriate Point, based on experience, qualifications and credentials.

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 on the third Thursday of every 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.

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.

Application packs are available via email: [orgreavepc@gmail.com](mailto:orgreavepc@gmail.com)

Closing date for applications: Midnight, Thursday 4<sup>th</sup> August 2022.

Interviews: week commencing: 22<sup>nd</sup> August 2022