

## **Rainton with Newby Parish Council – Harrogate District - Vacancy for Parish Clerk –**

**Vacancy for Clerk and Responsible Financial Officer.** The 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, 4 hours per week. Working mainly from home, the hours of work are flexible except for attendance at monthly meetings in Rainton.

Salary on pay scale LC1. Point 7 (£183.62 per calendar month) dependent upon qualifications and experience.

Good oral, written and computer skills are essential. Must be able to store Council equipment and files at home address and be available to attend monthly Council meetings.

The role encompasses all Parish Council administration, including acting as advisor to the Parish Council. Preparation for the Parish council meetings, preparation of agendas, minutes, implementing actions and decisions taken by the Parish Council and dealing with correspondence, as well as the preparation of budgets, financial record keeping and arrangements for audit.

The successful applicant will be expected to hold the Certificate in Local Council Administration (CiLCA).

Please contact the Parish Council Chairman with a synopsis in the first instance by email to [peter@dn37.co.uk](mailto:peter@dn37.co.uk)

Closing date for applications 21 April 2022.