

Rainton with Newby Parish Council – Harrogate District

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 LC2. Points 18 – 23 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 preparation of accounts ready for audit.

Holding or training for the Certificate in Local Council Administration (CiLCA) will be an advantage.

Please send a synopsis in the first instance by email to

Peter W. Speed, Chairman, Rainton with Newby Parish Council peter@dn37.co.uk