

Clerk Vacancy Ryhill Parish Council

Ryhill Parish Council Vacancy for Clerk and Responsible Financial Officer (NJC Salary Scale LC2 (18-23) – 9 hours per week. The salary will be paid in accordance with qualifications and experience.

Ryhill Parish Council – www.ryhillcouncil.co.uk seeks an appropriately experienced and qualified person to be their Clerk to the Council and Responsible Financial Officer.

The council has a precept requirement in the region of £54,000 and has around 2300 parishioners on the electoral register.

You will have a good working knowledge of relevant parish and local government legislation and your duties will involve:

- Dealing with correspondence
- Arranging, attending and taking minutes of Parish Council meetings
- Acting as adviser to the council
- Administering the functions of the council
- Liaising with key stakeholders; councillors, external bodies and the public.

You will have the ability to prepare council policies and procedures, circulate reports on activities of the council and manage the maintenance of areas for which the council is responsible. You will have very good communication, administrative and numeracy skills and be able to prepare spreadsheets and use office software.

You will also be the Responsible Financial Officer to the Council and these duties will include:

- Managing the council's income and expenditure, VAT returns and the Annual Audit
- Setting up online banking facilities for the council.

You will have local authority experience and have or be working towards CILCA or a financial qualification to a minimum of Level 3.

The post is part time, 9 hours per week. Hours are flexible except for attendance at parish council meetings which are held 11 times per year on the first Tuesday of the month. The venue is St Paul's Methodist Church Ryhill though sometimes meetings may be held by Zoom. You will be able to work on your own initiative and store council equipment/files at your home address in accordance with GDPR regulations.

Please apply in writing, giving your experience, qualifications and the contact details of two referees, to:

Ryhill Parish Council
c/o 19a Mill Lane Ryhill Wakefield WF4 2AL

The closing date for applications is 26 May 2023 and interviews will take place w/c 5 June 2023.