

Steeton with Eastburn Parish Council

Steeton with Eastburn Parish Council is very active Council that seeks a highly motivated, enthusiastic person to take on the post of Proper Officer and Responsible Financial Officer to the Council.

The post is part time, 16 hours per week.

Working mainly from home, the hours of work are flexible except for attendance at meetings

Salary on new NJC pay scale 24 – 28 (old scale pts 30 – 34) dependent upon qualifications and experience

Must be IT literate (MSOffice suite and Adobe reader), Computer equipment is supplied. Must be able to attend Council meetings on the evening of the first Wednesday of each month.

Duties will include: management of a community building, acting as advisor to the council, minute taking, and compilation of correspondence, website management, filing and accounts in addition to being the RFO to the council.

Prior relevant experience essential. Must already hold or be actively working towards CiLCA qualification.

The application form, job specification and personal specification are available from:

Chairman Staffing Committee, Steeton with Eastburn Parish Council,

E-mail: su.thompson@steeton-with-eastburnparishcouncil.gov.uk

Closing date for submission of completed applications:

Noon 11 January 2022.

Interviews: 28 January 2022