

Steeton with Eastburn Parish Council

Steeton with Eastburn Parish Council is an 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 an advantage but; training in all aspects of local government administration, leading to CiLCA qualification will be provided

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

Chairman Human Resources, Steeton with Eastburn Parish Council,

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

Closing date for submission of completed applications:

Noon 22 June 2021.

Interviews: 6 July 2021