

## **Swillington Village Council – Leeds District**

### Vacancy for Clerk and Responsible Financial Officer

Swillington Village Council is an active Council that 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, 15 hours per week. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary in accordance with National Joint Council recommendations; pay scale LC2 points 18 to 23, dependent upon qualifications and experience. The pay scale point 18 starts at £27,344 per annum full time. For 60 hours per calendar month this equates to £10,231 per annum.

Must be IT literate and able to use Microsoft Office suite; computer equipment is supplied. Must be able to store Council equipment and files at your home address and be available to attend monthly Council meetings.

Duties will include acting as advisor to the council which involves learning the relevant parish legislation, ensuring policies and procedures are up to date, preparation of the agenda, minute taking, compilation of correspondence, administration of allotments, administration of the Council website, filing and accounts in addition to being the Responsible Financial Officer (RFO) to the council

Duties of the RFO include the keeping of the accounts, including the yearend financial closure and the administration of a small payroll.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

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

Diane Brown Clerk and RFO Swillington Village Council,  
E-mail: [clerk@swillingtonvillagecouncil.gov.uk](mailto:clerk@swillingtonvillagecouncil.gov.uk)

Closing date for application 31<sup>st</sup> January 2023