



clerk@tankersleypc.org

Closing date 28th April 2023

Tankersley Parish Council

Vacancy for Clerk and Responsible Financial Officer

Tankersley 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, 32 hours per month working from home the hours are flexible except for attendance at meetings. The Parish Council is the employer and line manager responsible for this post.

Salary in accordance with National Joint Council recommendations; pay scale LC2 points 18 to 23, dependent upon qualifications and experience.

Must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied. Must be able to store Council equipment and files at your home address and be available to attend Council meetings approx. 12 a year.

Duties will include: Acting as advisor to the Council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the Council.

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:

Tankersley Parish Council,
E-mail: clerk@tankersleypc.org

Closing date for applications: 28th April 2023