

Walton Parish Council (Wetherby Ward) Vacancy for Clerk and Responsible Financial Officer

Walton Parish Council is seeking a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer due to retirement of the current Clerk/RFO. The post is part time, 4 hours per week, working mainly from home. The hours of work are flexible except for attendance at Parish Council meetings which are generally held on the first Monday of alternate months (6 meetings per year). Starting salary SCP 12 in line with the National Joint Council Salary Scale.

Applicants must be IT literate; computer equipment is supplied. The work entails acting as advisor to the council which involves a good working knowledge of the relevant parish legislation, dealing with correspondence, arranging Parish Council meetings, attending and taking minutes for these meetings, website maintenance and helping to administer the functions of the council. In addition, the Clerk will also be the Responsible Financial Officer to the Council, required to manage the council's income and expenditure, budgets, financial statements, VAT returns, final accounts and Annual Audit. Prior local authority experience an advantage but training will be provided. Job Description and Application Form are available from the Clerk (secretary@walton-pc.gov.uk). Please email the Clerk if you would like to arrange an informal chat with the Parish Council Chairman.

Closing date for receipt of applications: Friday 17 March 2023 at 5pm.