

Vacancy for Parish Clerk and Responsible Financial Officer

Weaverthorpe is small village in the Yorkshire Wolds, we have a population of around 200 residents, our precept is set at £4,750.

Applications are sought from individuals who are IT literate and enthusiastic about supporting small rural communities. Some experience as a Clerk to a Parish Council is desirable but not essential. Support and training is available. The successful candidate will be required to carry out routine administrative duties such as organising meetings, minute taking and dealing with correspondence.

As Proper Officer, you will be responsible for managing the Council's statutory requirements, advising councillors on current legislation and guidance from local and central government.

As Responsible Financial Officer, you will be responsible for the administration of finances and keeping the financial records of the Council.

The post is for 2 hours per week, working mainly from home. You will be required to attend Parish Council meetings, which start at 7:00pm on the third Monday of alternative months, normally in the village hall, but by audio conference during the Covid19 crisis.

Pay will be between SCP 7 and SCP 17 (£10.44 per hour - £12.73 per hour) on the Local Government NJC scale for clerks, dependent on qualifications and experience. A workplace pension is also provided.

The successful candidate will be subject to two satisfactory references and right to work in the UK checks. Please visit our website <https://luttonsandweaverthorpe.ryedaleconnect.org.uk/> for the job description and person specification. If you are interested please complete the application form and submit a covering letter of no more than two sides of A4 and send to weaverthorpeparishcouncil@gmail.com.