

## **WIGGINTON PARISH COUNCIL – YORK**

### **Vacancy for Clerk and Responsible Financial Officer**

Wigginton Parish Council seeks a highly motivated, enthusiastic and hardworking person to take on the post of Parish Clerk to the Parish Council and Responsible Financial Officer. The post is part time, approximately 18/22 hours per week, working jointly from an office based at the Old School and periodically from home. The hours of work are flexible except for attendance at parish council meeting, which are held 11 times per year on the third Tuesday of the month at The Old School, Mill Lane, Wigginton. Additional meetings are held for the Finance and the Environment Committees (approximately 4 times per year for each committee). The timing of these is arranged to fit in with the availability of Parish Councillors and the Parish Clerk. In addition, the Clerk will be the Responsible Financial Officer to the council required to manage the council's income and expenditure, VAT returns and Audits and filing the Annual Return.

Salary will be paid in accordance with qualifications and experience and in line with the National Joint Council Salary Scale rates and will range from SCP 5 (£18,795) – SCP 32 (£34788) pro rata. A tax-free allowance can be made available for any home working. Local authority experience would be an advantage but this is not essential to carry out the role, which requires accuracy, an attention to detail and a willingness to learn. Training will be available as appropriate in all aspects of local government administration, leading to the Certificate in Local Council Administration (CiLCA).

An application pack containing further details is available from:

Parish Clerk, Wigginton Parish Council, The Old School, Mill Lane, Wigginton, York YO32 2PU.

If you wish to discuss the position informally, please contact the Clerk on 07986 441029 or 01904 761569 or e-mail: [clerk@wiggintonparishcouncil.org.uk](mailto:clerk@wiggintonparishcouncil.org.uk)

Closing date for applications: Monday April 27<sup>th</sup> 2020.