

Wigginton Parish Council

The Parish Council seeks an enthusiastic and hardworking individual to be its Clerk and Responsible Financial Officer (RFO), working for 20 hrs per week, based between the Parish Council's office and home.

The successful applicant can expect a salary between SCP19 – 25 on the NJC Local Clerks' salary scale *pro rata*, depending on qualifications and experience. As RFO, the Clerk manages the Council's income and expenditure, accounts, budgets, VAT, audits and its Annual Return.

An Application Pack with further information is available from The Clerk, Wigginton Parish Council, The Old School, Mill Lane, Wigginton York YO32 2PU. To discuss the position informally, please contact the current Clerk on 07944 259074 or 01904 764356 or by email to:

clerk@wiggintonparishcouncil.org.uk

Closing date for applications is 17.00 on Wednesday 23/09/20.