

# Willerby & Staxton Parish Council

## **JOB VACANCY PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

A vacancy has arisen for a highly motivated, enthusiastic person to take on the role of Clerk to the Council and Responsible Financial Officer (RFO).

The post is part time, 17 hours per month, working mainly from home, with the hours of work being mostly flexible, but the candidate will be expected to attend scheduled Council meetings.

These normally take place starting at 7:30pm on the second Monday of each month, or by arrangement if this is not achievable.

Duties will include acting as advisor to the Council, minute taking, and compilation of correspondence, filing, and financial accounting as the Council's RFO.

The ability to store Council office equipment, files and records securely at the candidate's home address is essential. Candidates must be IT literate, but required computer equipment and software will be supplied by the Council.

Ideally the successful candidate will hold a relevant CiLCA qualification and offer experience in a similar role, but training in all aspects of local government administration, leading to CiLCA qualifications, can be provided if required.

Salary will be based on the National Association of Local Councils pay scale, and will be dependent upon hours, qualifications and experience.

The Council hopes to make an appointment as soon as possible to allow for full briefing, handover and transference of records etc. from the exiting Parish Clerk.

CVs, along with a covering letter, should be sent to  
Willerby & Staxton Parish Council, FAO Parish Clerk, 26 Pomona Way, Drifffield, East Yorkshire, YO25 6YH

Alternatively please email [willerbystaxtonpc@outlook.com](mailto:willerbystaxtonpc@outlook.com)

The closing date for applications is 31st October 2021