

## **Wilsden Parish Council – Bingley Rural Area of Bradford District, West Yorkshire**

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

Wilsden Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time, 28 hours per week. Working mainly from the parish council offices at Wilsden Village Hall, the hours of work are flexible except for attendance at meetings.

Salary in accordance with National Joint Council recommendations; pay scale 2, points 18 to 23, dependent upon qualifications and experience.

Must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied. Must be able to store Council equipment and files at your home address and be available to attend Council meetings: 12 monthly Council meetings, 19 committee meetings.

Duties will include acting as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council. In addition, the Clerk is responsible for the management and administration of the following functions that are exercised by the Council: organisation of community events such as the Remembrance Sunday service. The council employs a number of external contractors and has a Service Level agreement with Bradford Council to deliver services in the village. Additional functions include applying for and receiving applications for grants and monitoring of same when applicable, along with risk management.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

The application form, job specification and personal specification are available from:

Wilsden Parish Council

E-mail: [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk)

Telephone: 07384 713156

Closing date for applications: 12<sup>th</sup> April 2024