

# Wistow Parish Council

## Vacancy for Parish Clerk and Responsible Financial Officer

Wistow is a small village near Selby we have a population of around 1100 our precept is set at Ca. £15,000.

Applications are sought from individuals who are IT literate and enthusiastic about supporting 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 the Proper Officer, you will be responsible for managing the Council's statutory requirements, advising councillors on current legislation and guidance from the local and central government.

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

The post is for 3 hours per week, working mainly from home. You will be required to attend Council meetings, which start at 7.30pm on a Tuesday each month. Meetings are normally held in the Methodist Hall, but by audio visual conference during Covid 19 crisis.

Salary will be between SCP7 and SCP17 (£10.44 per hour - £12.73 per hour) on the Local Government NJC scale for clerks, dependant on qualifications and experience.

The successful candidate will be subject to two satisfactory references and right to work in the UK checks.

Send a letter of application with no more than 2 sides of A4 to the Parish Clerk at [wistowparishcouncilselby@outlook.com](mailto:wistowparishcouncilselby@outlook.com)