

APPLETON WISKE PARISH COUNCIL

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A Vacancy for the Parish Clerk and Responsible Financial Officer role has arisen.

Appleton Wiske 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 (RFO).

The post is part time, on average 3.5 hours per week. Working mainly from home, the hours of work are flexible except for attendance at meetings.

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

The candidate must be IT literate (Word Processing and Excel), computer equipment is supplied-Provided if required. Must be able to store Council IT equipment and files securely at their home address and on-line and be available to attend Council meetings in the evening normal on -of the 1st Monday of each month at 7:15pm. ~~The Council is flexible and, should this be unachievable, an alternative evening could be adopted subject to availability of the Village Hall.~~

Duties will include acting as advisor to the Council, minute taking, and compilation of correspondence, filing, administration of the Council parts of the Parish Website, and financial accounting as the RFO for the Council. Receiving and paying invoices using on-line access to banking

Prior relevant experience is an advantage but training in all aspects of local government administration, will be provided.

Local knowledge is an advantage as with Appleton Wiske being a small community the majority of work is on local issues.

Starting date [ASAP] to allow for briefing, handover and transport of materials from the current acting Parish Clerk

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

Appleton Wiske Parish Council,
E-mail: clerk@appletonwiske.com

Closing date for applications XXXXXX