



## *Appleton Wiske Parish Council*

Applications are invited for the post of

### **CLERK TO THE COUNCIL / RESPONSIBLE FINANCIAL OFFICER**

We are an active Parish Council with meetings monthly and the village has approximately 400 registered electors. The annual precept for 2023/24 is £8,500.

The appointment is part-time and will be subject to a gross salary in accordance with National Joint Council recommendations: Scale 7-12 (currently £11.63 - £12.73 per hour at present for 2022/23) and the expected paid hours are 14 hours per month on average over a year and dependent upon the experience of the applicant. Some additional duties may be required when overtime can be arranged and paid.

The post is subject to a six-month probationary period. Prior relevant experience is an advantage but paid training in relevant aspects of local government administration, will be provided, as required, to the successful candidate.

If you require further information or to request an application pack which will include an application form, job description and person specification, please contact the Chair. If you would like an informal chat first about this position, please also contact the Chair.

Michelle Thompson B.E.M., Chair on behalf of Appleton Wiske Parish Council

c/o Lupton House, Front Street, Appleton Wiske, Northallerton, North Yorkshire, DL6 2AB

**closing date for applications 30 September 2023**