

Tockwith With Wilstrop Parish Council

Vacancy for part time Council Clerk/RFO

Tockwith With Wilstrop Parish Council is seeking applications from an enthusiastic and well organised individual for the role of Clerk/RFO to this proactive and ambitious Council.

Time spent on council business varies weekly; hours set at 78 hours per month.

Salary is paid in accordance with the National Joint Council recommendations; starting salary NJC LC 2 (substantive) salary point scales 24-28 (£17.16- £19.05 per hour, pay award pending) according to relevant experience and qualifications, plus reasonable expenses.

Duties include:

- Attendance and minute taking at 12 council meetings per year plus an average of 6-8 Committee and Extra Ordinary meetings.
- Managing council financial accounts
- Use of Email, Microsoft Word and Excel.
- Advising the council and ensuing council compliance with legislation and best practice.
- Management of recreational spaces (including allotments) and council assets.

Previous experience in local council administration is desirable but not essential as training will be provided to the successful applicant.

The post holder will work from home, will be required to be available (by telephone and email) at agreed times during the working week, to attend evening meetings and occasional daytime events.

Council designated laptop, printer/scanner and mobile number will be provided.

If this role appeals to you and you consider you have the necessary skills please write to parish.clerk@tockwith.gov.uk for a job description, person specification and application form.

Closing date for receipt of applications is Friday 4th October 2024.