

Arkendale and Coneythorpe & Clareton Parish Council

VACANCY

Parish Clerk and Responsible Financial Officer

This is a part time position, approx 10 hours per month, working primarily from home.

We are looking for good computer, administration and communication skills and an ability to work effectively and efficiently on your own initiative. A background in local government, finance or administration would be advantageous, however full training will be given.

Duties include organising meetings, issuing agendas, taking minutes, dealing with correspondence, maintaining financial records and other administrative tasks..

Salary is in accordance with Local Government National Joint Scale LC1 point 5 (£19312 pro rate, £10.03 per hour) to be reviewed in April 2022.

If you would like more information or to apply please email Councillor Jon West at accpcouncil@emaldodo.com.

Closing date for applications 31st May 2022, with interviews to take place shortly afterwards.