

Rawcliffe Parish Council

Clerk to the Council/Responsible Financial Officer

Applications are invited for the position of Parish Clerk and Responsible Financial Officer to Rawcliffe Parish Council to commence 1st April, 2019.

The applicant should have an interest in the local community and will be computer literate and able to prepare Council Agenda and record Minutes, should be familiar with book keeping and financial procedures fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising councilors and carrying out such duties as are appropriate to the role of Parish Clerk. The successful applicant should be confident to oversee duties in connection with Rawcliffe Cemetery. Formal training will be offered and advice will be available.

Rawcliffe Parish Council meet 4th Wednesday of each month except August and December, when there are no meetings. The meetings are held in The Gospel Hall, Rawcliffe at 7.00pm

Salary on the new NJC scale from 1st April 2019: LC1 SCP 9-14, £10.57 - £11.67 per hour depending on qualifications and experience.

The successful applicant will work 18 hours a week, from home. All IT equipment will be supplied by Rawcliffe Parish Council.

Applicants should ideally hold the Introduction in Local Council Administration (ILCA) or be willing to work towards the qualification.

Application form and job description are available from The Clerk, at the following address and should be returned by 4pm Wednesday 20th February 2019. Interviews to be held on the evening of Wednesday 6th March 2019.

Pauline A. Sykes - Clerk to Rawcliffe Parish Council
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Goole, East Yorkshire
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