**Riccall Parish Council – Selby District**

Vacancy for Clerk and Responsible Financial Officer

Riccall 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.

The post is full time, 32 hours per week. Working mainly from home, the hours of work are flexible except for attendance at meetings and the office once per week.

Salary is in accordance with National Joint Council recommendations; pay scale 2023, points 18 to 28, (salary range is pro rata based on 32 hours) dependent upon qualifications and experience.

Must be IT literate and have a working knowledge of word, excel, publisher, able to use the Microsoft Office suite and computer equipment is supplied. Must be able to store Council equipment and files at your home address and be available to attend Council meetings. There are currently 14 planned Council meetings per year, all held on an evening and the clerk’s attendance is mandatory and you will be expected to minute and record all decisions. actions and outcomes and respond to the public enquiries raised. There are also a number of committee meetings and extraordinary meetings throughout the year that attendance will be required.

Duties will include: acting as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council. The Clerk is responsible for the management and administration of the following functions that are exercised by the Council. Contact person for the community, three members of staff, community hub, Riccall Park, jubilee field, village green, Saunters way and all the other assets belonging to the council.

Prior relevant experience is an advantage but training in all aspects of local government administration will be given. Experience of updating and maintaining websites is desirable. The candidate must be prepared to obtain the Certificate in Local Council Administration qualification.

The job description and person specification are available from:

Riccall Parish Council Chairman

E-mail: amanda.lee@riccallparishcouncil.org.uk

Closing date for applications: 19/1/2024

Applicants are encouraged to apply by way of CV and personal statement that supports the criteria listed above with supporting evidence of relevant skills and experience.