Bagby & Balk Parish Council (North Yorkshire)

Vacancy: Clerk and Responsible Financial Officer (RFO)

Bagby & Balk Parish Council is seeking a highly motivated and enthusiastic individual to undertake the role of Clerk and Responsible Financial Officer (RFO).

This position would suit an experienced Clerk seeking additional hours in a secondary role, or an individual interested in developing a career in local council administration. The role is primarily home-based, requiring 26 hours per month (equivalent to 6 hours per week), together with attendance at monthly evening Council meetings held at PowerPoint, Thirsk.

Salary: Salary is in accordance with the National Joint Council (NJC) pay scales. LC2 SCP 18-23 (£16.89 to £18.44 per hour) - Starting salary dependent on qualifications and experience

Hours: 26 Hours per Month (equivalent to 6 hours per week)

Duties: The Clerk is the Council's Proper Officer and Responsible Financial Officer, providing governance advice, organising meetings, preparing agendas and minutes, managing correspondence and records, administering Council procedures, and overseeing the Council's finances, accounts and budget.

Essential Requirements: Good IT skills (including Microsoft Office), financial administration capability, strong organisational and communication skills, the ability to attend monthly evening Council meetings, and secure home storage for Council equipment and records.

Experience and Training: Previous administrative or local government experience is desirable but not essential. Full training and support towards the CiLCA qualification will be provided.

Council computer equipment will be provided.

How to Apply

An application form and job description can be downloaded from the Council website or obtained from the Locum Parish Clerk.

Email: clerk@bagbyandbalk-pc.gov.uk
Website: www.bagbyandbalk-pc.gov.uk

Closing Date

No fixed closing date. Applications will be reviewed upon receipt, and the Council reserves the right to close the vacancy once a suitable candidate has been appointed. Early applications are strongly encouraged.