

## **Gateforth Parish Council**

invites applications for the position of

### **PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Due to the relocation of the current postholder Gateforth Parish Council is seeking a new Parish Clerk,

This is a part-time post of 12 hours per month. The majority of work will be at home, and a working from home allowance (currently £26 per month) is payable. The postholder will need to attend evening Council meetings held at Chapel Haddlesey (at least 4 per year), occasional informal meetings, and visit the village as necessary for Council issues.

Duties will include managing both the council's administration and the services it provides for the people of Gateforth, servicing Council meetings, fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising councillors and carrying out such other duties as are appropriate to the role of Parish Clerk.

The post is subject to a six-month probationary period and the successful applicant will be expected to hold the Certificate in Local Council Administration (CiLCA) or be willing to undertake the necessary training (supported by the Council) to obtain the qualification.

Salary: NJC scale points 6 to 11, (currently £19,171 - £21,166 pro rata)

An application form and supporting information can be obtained from the Parish Clerk by emailing [gateforthpc@gmail.com](mailto:gateforthpc@gmail.com) or phoning 07981 371937. Please contact the Clerk if you have any queries regarding the Post.

Completed application forms should be returned no later than 21<sup>st</sup> June 2020.

Please note, CV's will not be accepted.