



# Gateforth Parish Council

## VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER

Gateforth Parish Council is seeking a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer, following the retirement of the current postholder.

The post is a part time role – approximately 12 hours per month. The majority of work can be undertaken remotely/at home and a working from home allowance (currently £26 per month) is payable.

The postholder must be IT literate and able to use the Microsoft Office suite. (A laptop will be provided).

There will be a requirement to attend evening Council meetings, held at **Chapel Haddlesey** (usually every quarter), occasional ad hoc meetings, and visit the village, as necessary, for Council issues.

Duties will include (but not limited to):

- acting as advisor to the council
- managing the council's administration
- preparation of meeting agendas
- minute taking
- compilation of correspondence
- fulfilling the statutory role of Responsible Financial Officer
- undertaking research

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 7 to 12, (currently £24,294 - £26,421 pro rata).

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

Completed application forms should be returned no later than **15th February 2024**.  
**Please note:** CV's will not be accepted.