

**FLAXTON PARISH COUNCIL
EXAMPLE ADVERTISEMENT FOR PARISH CLERK**

Flaxton Parish Council – Ryedale District

Vacancy for Parish Clerk and Responsible Financial Officer

Flaxton 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 (RFO).

The post is part time, 3.5 hours per week. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary will be based on the National Association of Local Councils pay scale and is dependent upon qualifications and experience.

Must be IT literate, computer equipment is supplied if required. Must be able to store Council equipment and files securely at home address and be available to attend Council meetings in the evening of the second Tuesday of each month at 7:30pm.

Duties will include acting as advisor to the council, minute taking, and compilation of correspondence, filing and accounts in addition to being the RFO to the council and administration for the Parish Website.

Prior relevant experience an advantage but training in all aspects of local government administration, leading to CiLCA qualification will be provided.

Starting date [ASAP] to allow for briefing, handover and transport of materials from the current Parish Clerk

The application form, job specification and person specification are available from:

Flaxton Parish Council,
E-mail: clerk@flaxtonpc.org.uk

Closing date for applications [closing date]