

Notton Parish Council
Wakefield, West Yorkshire

Vacancy for a Parish Clerk and Responsible Financial Officer.

Notton Parish Council seeks a motivated, enthusiastic person for the post of part time Clerk to the Council and Responsible Financial officer.

This part time position is for 5 hours per week, working from home. The salary will be in accordance with the national joint council recommendations within the scales SP 7-12 £10.16 to £11.22 dependent upon qualifications and experience. An allowance is payable to cover telephone/broadband, and out-of-pocket expenses.

Notton is a small parish within the Wakefield district, with 5 councillors and a precept of £10,000 per annum.

The council are responsible for allotments in the parish, a playground, and maintenance of the village green and other areas.

The Parish Clerk will act as adviser to the council, carrying out the administration of the council. Including: -

Minute taking and preparation for meetings

Dealing with correspondence

Filing and maintenance of records.

Financial control, including dealing with year-end accounts and HMRC real time.

Dealing with the public, allotment tenants and outside agencies.

The Parish Council meeting is the 1st Thursday of the month held in Notton Village Hall. The Council will provide a laptop and printer for the use of the Clerk.

Previous administration experience is required and a good level of computer competence. Knowledge of Local Government and the local area would be advantageous. The successful candidate will be expected to work towards and gain the Certificate in Local Council Administration: financial support will be provided.

If you are interested in this role, please submit a CV and covering letter by Monday 22nd November to the Clerk at nottonpcclerk@outlook.com