



BOLTON PERCY, COLTON AND STEETON PARISH COUNCIL

VACANCY FOR A CLERK/RESPONSIBLE FINANCIAL OFFICER (due to current clerk retiring)

SALARY: Dependent on skills and experience –
Minimum Hourly Rate: £14.45 plus benefits (Statutory leave, pension)

Salary is advised by The National Association of Local Councils (NALC) in association with the National Joint Council for Local Government Services and is reviewed annually.

HOURS: 5 hours per week. Flexible working, to suit candidate and Parish Council

LOCATION: Home based. Reasonable expenses can be agreed/claimed.

Parish Council Meetings are monthly, held at The Old School Hall, Bolton Percy.
Attendance at these evening meetings will be required.

CONTRACT: Permanent, following 3-month probation period

Would suit a person interested in local issues, and who can work in a self-directed clerical role. Should be competent in using Microsoft Office, including Excel, and confident using on-line banking. A laptop is provided. No previous council experience is needed. On-line training is available to back up the role to develop professional skills and expertise as required. This is funded by the Council via the Society of Local Council Clerk's (SLCC), the professional body that supports local councils and their employees. Clerk's Membership subscription is paid annually to the SLCC, who can provide extensive support and information as needed. The outgoing clerk can also provide mentoring into the role as required.

This role has potential to become a stepping stone into other Local Government posts, to progress a career if returning to work, to pursue formal qualifications if desired ie Certificate in Local Council Administration, and would easily work around a family or second income scenario. We would love to hear from you.

For an informal chat about the role please contact the outgoing clerk, Alison Dawson, on 07815 914471, or e-mail clerkboltonpercy.pc@gmail.com

CV and covering letter to be submitted by email to stewartsteele00@gmail.com the Chairman of the Parish Council: by the closing date of Friday 1st March.

We are looking to hold interviews in the week beginning the 11th March.
Start date April 2024 or as soon as possible.

For a Job Description please access –
<https://www.boltonpercy-colton-steeton-pc.org.uk/notices.html>