



HASKETON PARISH COUNCIL

Job Vacancy

David Keeble, our Parish Clerk is planning to retire soon. So, we have a vacancy for Parish Clerk (incorporating the role of Responsible Financial Officer (RFO))
The job is for 22 hours a month and, apart from meetings (held in the early evening) is working from home at times to suit you. Computer and phone are provided. The hourly rate starts at £10.44 (Full time equivalent – £19,554 - but could be higher- based on experience). Additional hours are paid for training or exceptional circumstances. You do not need to live in Hasketon to apply! So, if you think of anyone who may be suitable and interested please forward this to them.

Hasketon Parish Council is a friendly organisation. We meet once every two months (by Zoom or in the village hall – depending on the pandemic situation) -but have short 'extraordinary' meetings in between to deal with planning applications. There are 7 Parish Councillors from a range of ages, backgrounds and interests. The Clerk is the only paid employee. The Clerk plays a vital management role in the council and has the legal status of the Proper Officer of the Council. In addition to ensuring that the council acts within its legal powers, the combined role of Clerk/RFO has a broad range of responsibilities including: agreeing meeting agendas, recording minutes, data protection compliance, dealing with correspondence, preparing annual financial statements, budget preparation and monitoring, keeping financial records and reconciliation. Also, the Clerk provides information for the Council's website and organises the council's day-to-day administration.

The successful candidate will be able to show they have good interpersonal, organisational communication, IT and numeracy skills. An understanding of basic accounting would be desirable but not essential. Previous experience as a Clerk/RFO is not necessary as you will be offered lots of support and the Parish Council will fund appropriate training as required.

The role can be occasionally challenging but always stimulating and rewarding. It offers the opportunity to play an important part within our friendly welcoming community. For further information (Job description & Person specification) or an informal discussion please contact the Council Chairman Alastair McWhirter on 01473 735174 or email hasketonchairman@gmail.com

Deadline: Applications in the form of a covering letter and a short CV should be submitted by Monday 14th June 2021 or as soon as possible thereafter to the Chairman via email as above.