

## **Gargrave Parish Council Clerk and RFO Vacancy**

Gargrave Parish Council seeks a motivated and enthusiastic person to be the Clerk to the Council and Responsible Financial Officer.

The post is part time, 10 hours per week, with a starting salary of £15.21 per hour (Scale Point 18 of the Local Government Association Services Pay Agreement).

The overall responsibilities of the position are:

- to be the Proper Officer of the Council and direct statutory Parish Council functions.
- to advise the Parish Council on, and assist in the formation of, policies.
- to be accountable for the effective management of Parish Council resources including all financial records.

Prior relevant experience is an advantage but training in all aspects of local government administration will be provided.

If you would like to apply, please email [gargravepc@yahoo.com](mailto:gargravepc@yahoo.com) and ask for an Application Pack (Job Description, Person Specification and Application Form).

**Closing date for applications  
Friday 15<sup>th</sup> November 2024**