

Rawcliffe Parish Council Vacancy – Parish Clerk/RFO

Rawcliffe Parish Council seeks a friendly, motivated and enthusiastic person to take on the post of part time Clerk to the Council and Responsible Financial Officer to help it serve the residents of Rawcliffe and Clifton Moor in York.

The Parish Clerk / RFO is responsible for the day-to-day management of the Parish Council's services and facilities and works in partnership with the councillors, other statutory bodies and the general public to improve delivery of services to our community.

If you have excellent communication and organisational skills, the ability to develop effective working relationships with a variety of organisations then we would love to hear from you.

The flexible working hours are split between home, the Rawcliffe Recreation Pavilion and other locations across Rawcliffe and Clifton Moor.

Hours: 15 hours per week minimum (flexible according to need)
Location: Rawcliffe, York.
Salary: £12.64 - £14.03 (NJC pay scale 18 – 23)

An understanding of the local government sector would be an advantage as would a desire to work towards achieving the parish council clerk CiLCA qualification.

Starting salary will be dependent on relevant qualifications and experience. Salary pay scale will increase according to qualifications and training achieved by the clerk; all training is fully funded.

For a detailed job description, application form or for further information please visit the council's website, call or email us:

Further information and applications forms are available from.

Telephone: 01904 763 902
Email: jobs@rawcliffeparishcouncil.gov.uk
Website: www.rawcliffeparishcouncil.gov.uk

Closing date for receipt of applications is 5pm on 21st February 2019.