

**Londesborough with Easthorpe
Parish Council**

**Vacancy for Part-time Clerk and Responsible Financial
Officer**

(to start on 1st June 2018)

Responsibilities of the Clerk-RFO include:-

- Preparing agendas for meetings
- Attending meetings and taking minutes
- Implementing actions from meetings
- Maintaining financial records and dealing with audits
- Checking planning applications
- Maintaining website
- Receive correspondence and documentation on behalf of the Council
- Review and report on Policies

Hours are currently 2 hours per week, working from home.
A working from home allowance is paid.

Rate of pay £ 8.87 to £9.23 /hr depending on experience and qualifications.

For further details of this post please contact the out-going clerk, Mrs Jo Green on 01759 301386.

Application by CV and covering letter to:

Londesborough with Easthorpe Parish Council
29 Barmby Road
Pocklington
York
YO42 2DL

Or email to clerk@jigreen.plus.com