

GREAT & LITTLE PRESTON PARISH COUNCIL (LEEDS)

Vacancy for Clerk and Responsible Financial Officer

Great and Little Preston Parish Council is a small but pro-active Council that seeks a highly motivated, enthusiastic and well organised person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time. Time spent on Council business varies but averages to approximately 4 flexible hours per week. This involves working mainly from home, but attendance at official evening Council meetings on the last Wednesday of each month (except August and December) is essential. Salary will be paid in accordance with the National Joint Council recommendations and will depend upon the successful applicant's experience and qualifications.

The successful applicant must be IT literate and competent in the use of a laptop and printer/scanner functionality, Microsoft Word and Excel. A Parish Council owned laptop and printer/scanner are provided to the successful applicant for official business purpose use only. Good organisational, management and communication skills and the ability to work efficiently and effectively under pressure, using own initiative are required qualities.

Secure storage of Council equipment and current files at the successful applicant's home address and attendance at evening Council meetings on the last Wednesday of each month (except August and December) will be expected. Familiarity with the local area is desirable.

The main duties of the post are contained within the separate [Job Description](#).

Prior, relevant experience would be an advantage but training in all aspects of local government administration, leading to ILCM (Introduction to Local Council Management) and CiLCA (Certificate in Local Council Administration) qualification will be provided. Membership of the Society of Local Council Clerks (SLCC) is also encouraged.

The application form and job description are available from:

Great & Little Preston Parish Council website: <http://www.greatandlittlepreston-pc.org.uk/>
or Email: d.a.bath@btinternet.com