

Hayton & Burnby Parish Council is seeking an enthusiastic, efficient, and well-organised individual to join the Parish Council as part-time Clerk and Responsible Financial Officer. You will be the first point of contact for Parish Councillors and will advise the Council and assist in policy formulation, prepare agendas and minutes for Council meetings, manage correspondence, and implement Council decisions, act as Responsible Financial Officer preparing financial reports, managing budgets and ensuring compliance with financial regulations.

The successful candidate will have excellent organisational and communication skills, the ability to manage resources effectively, as well as a high level of numeracy and literacy and proficiency in IT and preferably familiarity with local government operations and regulations.

The role is part time with flexible hours and involves working from home, although attendance at evening meetings of the Council will also be required as well. Meetings start at 7pm, the day & frequency is to be confirmed.

Hours 4 hours per week, pay scale 8-9 (£13.47 - £13.69). Working from home allowance is paid at £20 per month.

If you would like more information regarding the role, or for an application pack, please contact Ruth Jackman at haytonburnbypc@gmail.com before 2nd February 2025

Closing date for applications is 22nd February 2025 with interviews expected to take place w/c 3rd March 2025 with successful candidate to take position w/c 24th March 2025.