

Escrick Parish Council

invites applications for the position of

PARISH CLERK

This is a part-time post of 4 hours per week and the successful applicant will be home based.

Duties will include managing both the council's administration and the services it provides for the people of Escrick, servicing council meetings, fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising councillors, uploading documents to the Parish Council's Website and carrying out such other duties as are appropriate to the role of Parish Clerk.

The post is subject to a six-month probationary period and the successful applicant would ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to undertake the necessary training to obtain the qualification if required.

Salary: NJC scale points 22, i.e. £10.527p per hour.

An application form can be obtained from:

Clerk@Escrick.org

Completed application forms should be returned no later than

15th January 2016

Please note, CV's will not be accepted.

**Interviews will be held week commencing 25th January
2016**