



Ripponden Parish Council

Vacancy for Clerk and Responsible Financial Officer

Closing date: 31 October 2024.

Ripponden Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part-time 25 hours per week. Working from the Council office in the centre of Ripponden, the hours of work are flexible, except for attendance at meetings.

The salary is in accordance with National Joint Council recommendations: starting at SCP 21 at £16.21 per hour.

Any candidate must be IT literate and able to use the Microsoft Office suite. You must be available to attend Council meetings in an evening on a weekly/fortnightly basis.

Duties will include acting as advisor to the council, which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and preparing and managing accounts in addition to being the Responsible Financial Officer to the council.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

The Job Specification and Person Specification are available from www.rippondenparishcouncil.co.uk

To apply for the vacancy, please send a CV and a covering letter that illustrates your appropriateness for the role, with reference to the Person Specification and Job Description, to clerk@rippondenparishcouncil.co.uk.

Revised 13/09/2024