



*Professor Ed
Stentiford
Chairman*

BARDSEY-CUM-RIGTON PARISH COUNCIL

(Twinned with Kisdorf)



*Netherfield
Mill Lane
Bardsey LS17 9AN
Tel: 0780 186 5607*

JOB VACANCY

BARDSEY CUM RIGTON PARISH COUNCIL – LEEDS CITY COUNCIL **CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Bardsey cum Rigton Parish Council is an active Council in this most attractive parish in West Yorkshire. Due to retirement a vacancy has arisen for a highly motivated, enthusiastic person to take on the role of Clerk to the Council and Responsible Financial Officer (RFO).

The post is part time, negotiable around the current commitment of 15 hours per week. Working mainly from home, the hours of work are mostly flexible, but the candidate will be expected to attend scheduled Council meetings. These normally take place starting at 7:00pm on the third Wednesday of each month, or by arrangement if this is not achievable.

Duties will include acting as advisor to the Council, minute taking, and compilation of correspondence, filing, and financial accounting as the Council's RFO. The ability to store Council office equipment, files and records securely at the candidate's home address is essential. Candidates must be IT literate, but required computer equipment and software will be supplied by the Council.

Ideally the successful candidate will hold a relevant CiLCA qualification and offer experience in a similar role, but training in all aspects of local government administration, leading to CiLCA qualifications, can be provided if required. Bardsey is a small community and the majority of the Council's work and responsibility involves local issues, so local knowledge and contacts would be a major advantage.

Salary will be based on the National Association of Local Councils pay scale, and will be dependent upon hours, qualifications and experience.

The Council hopes to make an appointment as soon as possible to allow for full briefing, handover and transference of records etc. from the retiring Parish Clerk.

Please send your application to Professor Ed Stentiford, Chairman of the Parish Council, at Netherfield, Mill Lane, Bardsey, Leeds, LS17 9AN. Alternatively please email info@bardseyvillage.org.uk or call the Chairman On 0780 186 5607.

The closing date for applications is 31st August 2021

Note: Bardsey Parish Council is an equal opportunities employer