**Hayton and Burnby Parish Council**

www.haytonandburnbypc.co.uk

**Parish Clerk Vacancy**

The council consists of 7 councillors, who usually meet on the first Thursday of the month. The role involves all Clerk and Responsible Financial Officer duties and takes 13/14 hours per month.

Responsibilities of the Clerk-RFO include:-

* Preparing agendas for meetings
* Attending meetings and taking minutes
* Implementing actions from meetings
* Maintaining financial records and dealing with audits
* Checking planning applications
* Maintaining website
* Receive correspondence and documentation on behalf of the Council
* Review and report on Policies

National Joint Council for Local Government Services rate of pay according to experience and qualifications.

A working from home allowance is also paid.

Closing date: 30th April 2024

For more information

please contact the retiring clerk :

Mrs Jo Green

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