

# WENTWORTH PARISH COUNCIL

# VACANCY

Wentworth Parish Council currently has a vacancy for the position of Clerk and Responsible Finance Officer (RFO) to the parish council and is seeking applications from interested persons with suitable experience or qualifications.

The position is 20 hours per month, working mainly from home, the salary will be commensurate with qualifications and experience. The Main duties include, attending all Parish Council meetings, taking the minutes, arranging meetings and the agenda, keeping proper financial records, liaising with contractors, suppliers and members of the community and statutory compliance with accepted local government legislation. To issue notices and prepare agendas and minutes for the statutory Annual Parish Meeting. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence or documents or bring such items to the attention of the Parish Council. To issue correspondence as a result of instructions of, or the known policy of the Parish Council.

Experience in local council statutory compliance and finance are essential. The successful candidate will have or will be expected to gain, the Certificate in Local Council Administration (CiLCA) qualification in the near future.

If you are interested, please forward your curriculum vitae and covering letter to:

The Clerk to Wentworth Parish Council  
PO Box 515  
Barnsley  
S73 3AB

[Wentworthclerk@aol.com](mailto:Wentworthclerk@aol.com)

Or talk to the Chair of the Parish Council for further information.

**THE CLOSING DATE FOR APPLICATIONS IS 18<sup>th</sup> October 2024**