

# APPLEBY PARISH COUNCIL

## **Vacancy for Clerk/RFO to Appleby Parish Council**

Appleby Parish Council is seeking a Clerk/RFO to work 16 hours per month (review pending) which will include 2 hours attending the monthly Parish Council meeting.

The successful applicant will be qualified to ILCA level, but preferably CiLCA qualified, or working towards, with the salary LC1 range in scale 7-12, dependent on experience and qualification, as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

Duties to include managing both the Council's administration and the services it provides to the Parish of Appleby, which includes Santon, Clappgate, Station area as well as the Village of Appleby and efficiently fulfilling the statutory role of Responsible Financial Officer.

The Clerk / RFO will work from home, as well as attend Parish Council meetings in the Village Hall in Appleby and attend meetings elsewhere as required, so a driver's licence and car is desirable.

For more information, job description and application form please contact Ivor Keyes, Chair of Appleby Parish Council, [ivorkeyesapc@woodside16.plus.com](mailto:ivorkeyesapc@woodside16.plus.com) or 07752 144970