

Horton in Ribblesdale Parish Council: Craven District Vacancy for Clerk and Responsible Financial Officer

Horton in Ribblesdale 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, 10 hours per week. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary in accordance with National Joint Council recommendations; pay scale NALC points 13 to 18 dependent upon qualifications and experience.

Must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied. Must be able to store Council equipment and files at your home address and be available to attend monthly Council meetings.

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 accounts in addition to being the Responsible Financial Officer to the council. In addition, the Clerk is responsible for the management and administration of the following functions that are exercised by the Council, grass cutting, management of burials and the cemetery, village newsletters and other community activities.

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 application form, job description and person specification are available from:

Ian Orton Parish Clerk/RFO
Horton in Ribblesdale Parish/Town Council,
E-mail: clerk@hortoninribblesdale-pc.gov.uk
Telephone 07841 577 991

Closing date for applications:
13th April 2026.....