



## **CATCLIFFE PARISH COUNCIL**

Catcliffe Memorial Hall  
Old School Lane  
Catcliffe  
Rotherham  
S60 5SP

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Email: [catcliffepcouncil@gmail.com](mailto:catcliffepcouncil@gmail.com)

### **Catcliffe Parish Council – Rotherham District**

#### **Vacancy for Clerk and Responsible Financial Officer**

Catcliffe 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, 18 hours per week. Working from the Parish Council office and home, the hours of work are flexible except for attendance at meetings. Meetings are held on the second Wednesday of each month.

Salary in accordance with National Joint Council recommendations; pay scale LC2, points 24 to 28, dependent upon qualifications and experience.

Duties will include managing both the council's administration and the services it provides for the people of Catcliffe, servicing council meetings, fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising councillors, administrative work for the Memorial Hall Trust (duties are under review and subject to change) and carrying out such other duties as are appropriate to the role of Parish Clerk.

The post is subject to a six-month probationary period and the successful applicant will be expected to hold the Certificate in Local Council Administration (CiLCA) or be willing to undertake the necessary training to obtain the qualification.

The application form, job specification and personal specification are available from:

Catcliffe Parish Council,

E-mail: [catcliffepcouncil@gmail.com](mailto:catcliffepcouncil@gmail.com)

Closing date for applications: 1<sup>st</sup> March 2022