

Ugthorpe & Hutton Mulgrave Parish Council – Vacancy for Parish Clerk/Responsible Financial Officer

Ugthorpe & Hutton Mulgrave Parish Council invites applications for the position of Parish Clerk/RFO. The current Clerk has resigned with a last working day of the 31 March 2026.

This part-time role is for 10 hours per month. The role is home-based. Working hours are flexible to fit candidate's other commitments, apart from the mandatory attendance at approximately 5 meetings per year, plus any Extra Ordinary Meetings as required as well as the Annual Parish Meeting.

The salary will be in line with the National Joint Council Guidelines, and will be dependent on experience and knowledge. Current Clerk is on the fixed SCP -13 (15.06 per hour).

There will be a need to store securely the council equipment and files at the applicant's home – laptop and folders probably equate to one large plastic box as everything else has been sorted and archived with North Yorkshire Council.

Candidate requirements:

- To fulfil standard key responsibilities associated with a small parish council and outlined in Standing Orders and Financial Regulations
- Must be IT proficient and have experience of the full Microsoft Office suite
- Be able to update the parish council website
- To have own car so can update noticeboards
- Relevant experience desirable

Interested applicants to email their current CV to: ugthorpe-pc@outlook.com
(Note email is shortly to change, but the current email will still be active)

Website: <https://ugthorpeparishcouncil.org.uk/>

Hoping to have interviews towards the end of February, with confirmation of appointment decided at the 4 March 2026 meeting. Dates are flexible dependent on availability.

Deadline for applications 23 February 2026