

Brompton By Sawdon Parish Council

POST OF CLERK AND RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL

JOB OVERVIEW

The role of the Clerk and responsible Financial Officer is to provide administrative and financial support to the work of the Council. It is a part time post, with average working hours of 4.5 hours per week. The salary is related to a local government agreement salary scale of SCP 15 £9.341p per Hour up to SCP 27 £12.815p per hour and will be dependant on the experience and qualifications of the post holder. There will be an annual salary review at which progression up the scale towards the maximum will be considered.

The job involves working from home without detailed supervision. The post holder will require some space to accommodate paper files and records. A laptop computer running Windows and MS Office software will be provided.

An allowance is payable in recognition of the costs of homeworking such as heating, lighting, use of internet connection. All computer consumables, stationery, etc. will be paid for by the Council on production of receipts.

There is one evening Parish Council meeting, on the Third Monday of the month, held at Sawdon Village Hall and Brompton Village Hall on an alternative basis. There is no meeting in August and December.

A Job Description and specification along with the application form can be found on the Brompton By Sawdon Parish Council Website.

www.bromptonbysawdonparishcouncil.co.uk

Applicants can also contact the Clerk or the Chairman by phone or email.

Chairman

Cllr S Triffitt Tel: 01723 859981

Clerk

Emma Steele Tel: 01723 850651

Email: Esteele.bromptonbysawdon@hotmail.co.uk

Applications should include job application form with a covering letter. This can be submitted via email or paper copy by post to the clerk.

Emma Steele
Brompton By Sawdon Parish Council
Kirkvale
Sawdon
Scarborough
YO13 9DU

Esteele.bromptonbysawdon@hotmail.co.uk

Closing date is November 30th 2018 . We anticipate interviewing early December with a view to the appointee starting the post on January 1st 2019.