

ARMTHORPE PARISH COUNCIL

VACANCY FOR DEPUTY CLERK TO THE COUNCIL

Applications are invited for the post of deputy clerk to the council. There will be a transition period with the current deputy clerk until she retires on 30 June 2022.

The role is part-time 27 hours per week and will involve supporting, working with and deputising for the Clerk to the Council. The role will also include acting as Proper Officer to the Council when the Clerk is absent and the post holder will provide independent objective and financial advice to the council.

Applicants must be able to demonstrate that they have relevant experience; a track record of service achievement, be motivated, proactive and flexible in approach. This is an opportunity for a forward-thinking individual to join an organisation which will provide opportunities for self-development and to work at the centre of a community focused organisation.

The successful applicant will need to be available to work some evenings and occasional weekends

The role of the Deputy Clerk will primarily be:

- To assist, support and deputise for the Clerk to the Council in all aspects of the day-to-day management and operation of council services and resources.
- Assist the Clerk to the Council in the management of the council's finances and assets management, including lettings of Armthorpe Community Centre.
- To have responsibility for record keeping of the Council's allotments and burial ground, including assisting where required in preparing budget reports and financial information.

The Parish Council will also include other tasks as required to ensure the effective running of its services. The successful applicant should have strong communication and literacy skills, including good IT experience, as the postholder will be interacting with the public, councillors and other organisations in both verbal and written formats.

The Deputy Clerk will be a team player but able to work on her/his own without close supervision and able to show initiative when required. Training will be provided to the post-holder, with opportunities for continuing professional development in multiple areas.

There will be some evening and occasional weekend work. The salary is 60% of the Clerk's salary LC3 (spinal column points 33 - 36) £36,922 - £39,880 pro rata for 27 hours per week.

Applications are invited by completing the application form available on the Parish Council website: www.armthorpeparishcouncil.co.uk which should be sent to the Clerk to the Council, armthorpeparishcouncil@btconnect.com. Closing date for applications is 26th March 2022.

