

VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER

Auckley Parish Council (within Doncaster Metropolitan Borough) is an active council that is seeking a highly motivated, enthusiastic person to be appointed as the new Clerk and Responsible Financial Officer with effect from 1 January 2022. The parish's current electorate is 3693 and the current precept is £40k. Situated partly within the parish are Robin Hood Airport and the Yorkshire Wildlife Park.

The post is part-time for 14 hours per week working from home, a laptop computer, printer and mobile phone will be provided. There will be a requirement for a broadband connection (any installation costs will be met by the council) and to store Parish Council documents. The hours of work can be flexible but generally the hours will be worked Monday to Friday between the hours of 8.30 am and 5.00 pm with flexibility as required, to meet the needs of the service. Attendance at the monthly meeting on the **2nd Wednesday of the month** is also a requirement.

Salary is in accordance with National Joint Council recommendations; SCP 20-23/24* £27,741/£28,672* pro rata (£13.51 - £14.42/£14.90* per hour) *for a qualified Clerk). Starting salary will be dependent on qualifications and experience. A 'working at home allowance' of £26 per month (tax free) is also payable.

Duties will include: acting as adviser to the council, preparation of the monthly agenda, minute taking, compilation of correspondence and reports, maintenance of all the council's records, maintenance of the council's website, the accurate preparation and completion of all financial transactions and returns. In addition, the Clerk is responsible for the line management of the Handyman and the council's sites and buildings.

Prior relevant experience of working in local government is an advantage but training will be provided and there is a requirement that a qualification leading to the Certificate in Local Council Administration will be obtained within 2 years of taking up the post for which additional hours will be paid as required.

The successful applicant will need to demonstrate good standards of literacy and numeracy along with experience of working with Microsoft Word and Excel and be willing to develop communications through social media networks.

The application form, job and person specifications and further information are available from the current Clerk Marjorie Caygill on 01302 770922 or email marj.caygill@doncaster.co.uk

The closing date for applications is 22nd November 2021

Interviews will take place in late November or early December 2021 and will follow any government advice in relation to Covid-19 at that time.