

BLAXTON PARISH COUNCIL

VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER READVERTISEMENT

Blaxton Parish Council is an active Council that is seeking a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer from 1 March 2021.

Salary in accordance with the National Joint Council for Local Government Services (NJC) agreed pay scale, points 13 to 17, dependent upon qualifications and experience. Current pay is £458 – £496pm. for 39 hours (£11.76 – £12.73ph.)

Brief details of the post are shown below. A fuller description will be included in the Job Description and Person Specification.

- The post is part time, averaging 39 hours per month, wide ranging, interesting and can be challenging. It will suit someone with a broad experience who is able to work on their own initiative.
- Working mainly from home, the hours of work are flexible except for attendance at 10 monthly evening Parish Council meetings (no meeting in August or December).
- Computer, printer and home office allowance provided
- Skills – experienced MS Office user (Outlook, Word and Excel), agenda preparation, minute writing, report writing and able to work to deadlines
- Preparation of invoices for payment, maintenance of financial records and preparation of the Annual Governance Return (AGAR)
- You will act as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council
- Experience of working in a local government role or similar is desirable though not essential.
- Training and support will be available.

To request an application form, job description and person specification or discuss the vacancy please contact:-

Philip Dennis

Clerk and Responsible Financial Officer
Blaxton Parish Council
8 Hillscroft Road, Blaxton, Doncaster, DN9 3AR

01302 771233

clerk_bpc@btinternet.com **NB:** there is an 'underscore' character between **clerk** and **bpc**

<http://www.blaxtonpc.org.uk/>

CLOSING DATE FOR THE RECEIPT OF APPLICATIONS IS 29 JANUARY 2021