

## **BLAXTON PARISH COUNCIL**

### **VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Blaxton Parish Council is an active Council that is seeking a highly motivated, enthusiastic person to take on the post of Clerk and Responsible Financial Officer to the Council from 1 May 2024. Council is currently engaged in the Carbon Literacy Project and a review of its Blaxton Playing Field facilities.

Salary is in accordance with the National Joint Council for Local Government Services (NJC) agreed pay scale, points 13 to 17, dependent upon qualifications and experience. Pay is £13.97 – £14.95ph for an average of 11 hours per week, approximately 47 hours (£666 – £713) per month.

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 47 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 although support will be available.
- Working mainly from home, the hours of work are flexible except for attendance at 10 monthly evening Parish Council meetings (usually no meetings 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 getting familiar with the relevant parish council 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:-

Pamela Reeves

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Joint Clerks and Responsible Financial Officer  
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<http://www.blaxtonpc.org.uk/>

**CLOSING DATE FOR THE RECEIPT OF APPLICATIONS IS 29 MARCH 2024**