

Church Fenton Parish Council – Selby District, North Yorkshire

Vacancy for Clerk and Responsible Financial Officer

NJC Salary Scale LC2 (24-28) - 32 hours per calendar month.

Church Fenton Parish Council (www.church-fenton.net) is an active Parish Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer. The council has a large asset portfolio based on the size of the parish which includes two buildings that are currently leased. It owns and manages two play areas and is currently seeking to improve a number of open spaces. There is an adopted Neighbourhood Plan in place and the council continues to liaise with Network Rail regarding work in the village. The council has an annual precept requirement in the region of £25,000 and has circa 650 parishioners on the electoral register.

The work entails acting as advisor to the council which involves a good working knowledge of the relevant parish legislation; dealing with correspondence; arranging Parish Council meetings; attending and taking minutes for these meetings and helping to administer the functions of the council. This will involve liaising with key stakeholders such as councillors, external bodies and the public. The ability to prepare council policies and procedures, circulating reports on the activities of the council and managing the maintenance of areas within the parish that the council is responsible for, such as the play areas and some street lighting will be an essential part of the role.

In addition, the Clerk will also be the Responsible Financial Officer to the Council required to manage the council's income and expenditure, quarterly VAT returns and Annual Audit. The Council has a license to use Scribe Accounting software.

Our ideal candidate would have local authority experience. **However**, this is not a prerequisite of the role; more importantly it requires accuracy, an attention to detail and a willingness to learn. **Training in all aspects of local government administration will be provided.** This includes supporting the successful applicant towards the Certificate in Local Council Administration (CiLCA) qualification. Support and guidance will be given by the current clerk and there will be a handover period of working together to provide additional assistance to settle in the role.

The post is **part time**, approximately 32 hours per calendar month. Working mainly from home, the hours of work are **flexible** except for attendance at parish council meetings. These are held approximately 10 times per year and are generally held on the third Thursday of the month at Church Fenton Village Hall LS24 9RF at 7.30pm. The Clerk manages the village lengthsman who works 4.5 hours per week. The council is willing to consider applications for either a job share proposal or someone who would like less hours a week, as the role is flexible, however the attendance at parish council meetings is mandatory. There could on occasion be a requirement to clerk additional committee meetings, where agreed in advance. This currently includes the following committees: Highways, Christmas and the Environmental Committee.

The salary will be paid in accordance with qualifications / experience and in line with the National Joint Council Salary Scale rates and will range from SCP 24 (£28,672) – SCP 28 (£32,234) pro rata. There is also a tax free £18 pcm allowance for home working.

The successful applicant will have good communication, administrative and numeracy skills and will be able to use spreadsheets, email and office software, as well as have the ability to work on their own initiative. Computer equipment is supplied. The successful applicant must be able to store Council equipment and files at their home address in accordance with GDPR regulations.

The application pack is available from: *Parish Clerk, Church Fenton Parish Council, Granstable House, Biggin Lane, Little Fenton, Sherburn-In-Elmet LS25 6HQ*

If you wish to discuss the post please contact the Clerk on **07795 071741**

E-mail: **clerk.churchfentonpc@gmail.com**

Closing date for applications: **Wednesday 18th May 2022 at 4pm**

Interviews will take place week commencing **23rd May 2022.**