

# **Dishforth Parish Council**

Chairman: Cllr Anne Sturzaker

Parish Clerk: Mrs Jill Davis

e-mail: [parishcouncil@dishforthpc.org.uk](mailto:parishcouncil@dishforthpc.org.uk)

## **Dishforth Parish Council**

### **Vacancy for Clerk and Responsible Finance Officer**

Dishforth Parish Council is an active council seeking a highly motivated and enthusiastic person to take on the role of Clerk and Responsible Financial Officer of the council.

The role is part-time, 9 hours per week. Working from home, the hours are flexible except for attending monthly meetings held on the second Tuesday. Occasional attendance at additional meetings is also required.

The successful applicant should have a good level of education, with well-developed communication skills as a key representative of the council. The successful applicant needs to be IT literate, able to use Microsoft 365 and familiar with spreadsheets. Furthermore, you should be comfortable engaging with people by telephone, email and meeting people face-to-face and, ideally, will have experience in managing social media and website administration.

Being familiar with relevant legislation as an advisor to the council is desirable, although training will be provided. Preparation of agendas, minutes, compilation of correspondence filing and accounts also forms part of the role.

Dishforth Parish Council also have a cemetery which there will be a need in the future for the clerk to take this duty on board.

The Salary is in accordance with National Joint Council recommendations at SCP pay scale points 13-17 dependent upon qualifications and experience (currently £13.97 to £14.95 per hour). In addition, the council will pay a working-from-home allowance and mileage at the current government rates. The holiday allowance is 23 days per year plus bank holidays plus 2 additional days on a pro-rata basis.

Prior relevant experience is an advantage but training in all aspects of local government administration, which can lead to the Certificate in Local Council Administration qualification, will be provided.

The application form, job description and personal specification are available from:

Jill Davis

Clerk to Dishforth Parish Council

Email: [parishclerk@dishforthpc.org.uk](mailto:parishclerk@dishforthpc.org.uk)

Telephone: 07984733352

The closing date for applications is 30<sup>th</sup> April 2024 - Noon