

GOLDSBOROUGH AND FLAXBY PARISH COUNCIL is seeking a Clerk to the Council and Responsible Financial Officer.

The position is part time of mostly flexible hours working mainly from home. The Council has Meetings once a month (except in August and December) and these are generally on the first Monday in the month. There may very occasionally be extra meetings where attendance is also required.

Salary will be based on 292 hours per annum (approx. 5.6 hours per week) and in accordance with the National Joint Council recommended pay scale, SCP 7-17 (£10.62 - £12.95 per hour including a yet to be fully agreed 1.75% increase). Starting salary will be dependant on experience and qualifications.

A laptop and printer/scanner will be provided and the applicant, along with having good standards of numeracy and literacy, will be expected to be IT and email literate and able to use Microsoft Office particularly WORD and EXCEL.

Duties will mainly comprise the following:

- i) Advisor to the Council on Parish Council related legislation
- ii) Preparation of meeting agendas and minutes
- iii) Dealing with correspondence on a day to day basis.
- iv) Maintaining and updating hard copy and electronic files
- v) Preparing accounts, budgets, submitting VAT returns and payment of bills.
- vi) Updating the website and a village welcome pack
- vii) Liaising with the internal auditor and completing annually the necessary documents for the External Auditors
- viii) Managing works undertaken by volunteers at the Goldsborough children's play area.
- ix) Managing the tenancy vacancies, payments and general running of Goldsborough allotments

Any car mileage necessary for the position will be reimbursed at the current HMRC allowance. At present 45 pence per mile for non-electric cars or 4 pence per mile for fully electric cars.

The position will require the secure and watertight storage of a 4 drawer metal filing cabinet that contains files and documents. In addition some sundry items will be required to be stored such as A4 paper, petty cash tin, ink cartridges and a laminator.

Whilst relevant experience is an advantage, training can be provided. The outgoing Clerk, who is retiring, will be available initially to provide support and answer any queries.

If you are interested please email the current Clerk (Derrick Summers) on gboroflaxbypc@gmail.com with your CV. Do please ask him any questions you may have before submitting your CV.

The closing date for applications is Friday 28th January 2022 with interviews planned to take place in February 2022.