



Pateley Bridge Town Council

invites applications for the position of

Clerk and Responsible Financial Officer to the Council

This is a part-time post of 60 hours per month, with the possibility of occasional additional hours if required, by agreement with the Council. The Clerk works mainly from home, with flexible hours of work except for attendance at Council meetings (held on the first Tuesday of each calendar month), occasional committee meetings and informal meetings in the parish on council business. Office equipment is provided and there is a tax-free 'working at home' allowance of £6 per week.

Duties include managing the Council's administration and the services it provides for parishioners, liaising with Harrogate Borough Council and North Yorkshire County Council, servicing council meetings, advising councillors, undertaking research and fulfilling the statutory role of Responsible Financial Officer. In addition the Clerk writes two newsletters per year and manages the Council's website and social media accounts. Other duties are to provide support to the Mayor, managing the diary, organising the Civic Service and Reception, administration of the Mayor's Fund and organising any fundraising events.

Salary: National Joint Council for Local Government Services (NJC) pay scales, points 29-32 (currently £17.40 to £18.90 per hour). Prior relevant experience is an advantage but training in all aspects of local government administration can be provided.

An application form and supporting information can be downloaded from the news pages of the website www.pateleybridgetowncouncil.gov.uk or by contacting Laura Jowett, clerk@pateleybridgetowncouncil.gov.uk 07751 571 374

The closing date for applications is Tuesday the 17th May at 4pm and successful candidates will be invited for interview on the evening of Tuesday 24th May.

Start Date: To be agreed