



**Ryedale District, North Yorkshire**

**Vacancy for Clerk and Responsible Financial Officer  
NJC Salary Scale LC2 (24-28) – 12-15 hours per week.**

Thornton le Dale Parish Council (<https://thornton-le-dale.org.uk/>) is an active Parish Council that seeks a highly motivated, enthusiastic person with appropriate experience and qualifications to take on the post of Clerk to the Council, Responsible Financial Officer, and Burial Clerk. The council has a large asset portfolio based on the size of the parish which includes Cemetery, allotments and land. The council has an annual precept requirement in the region of £44,500 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 cemetery 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 must have local authority experience, a CILCA Qualification or actively working towards CILCA or a financial qualification to a minimum of level 3, CPD Training in all aspects of local government administration and Cemetery will be provided. This includes supporting the successful applicant to complete a pre commenced Certificate in Local Council Administration (CILCA) qualification. The council has had challenges to the accounts for the last 3 years, the candidate needs to be able to thoroughly analyse the accounts current to past and produce appropriate analysis for The Council and the External Auditor; Support and guidance will be given by the current locum 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 12-15 hours per calendar week. Working mainly from home, the hours of work are flexible except for attendance at parish council meetings. These are held approximately 11 times per year and are generally held on the first Tuesday of the month at Thornton le Dale Hill Institute at 7.00pm.

The Clerk manages the village caretaker who works 15 hours a week. 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 (£31,099) – SCP 28 (£34,723) 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 Scribe software, 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: [parishclerk.thorntondale@outlook.com](mailto:parishclerk.thorntondale@outlook.com); Closing Date 30/4/2023. Candidates without the appropriate qualifications will not be offered a interview, which will take place in May.