

## **Church Fenton Parish Council – Selby District**

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

Church Fenton Parish Council ([www.church-fenton.net](http://www.church-fenton.net)) is an active 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 taken an active role in supporting the Village, it has recently acquired the buildings to support the continuation of the local shop and the pub to prevent their closure. It manages 2 play areas which it is currently seeking to improve and a number of areas of open space. There is a Neighbourhood Plan nearing completion, and has sought to liaise with HS2 and the nearby Airport. Our ideal candidate would have local authority experience; however, this is not a prerequisite of the role, which requires accuracy, an attention to detail and a willingness to learn.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration (CiLCA) qualification will be provided.

The post is part time, approximately 25 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.

The salary will be paid in accordance with qualifications and experience and in line with the National Joint Council Salary Scale rates and will range from SCP 24 (£27,905) – SCP 28 (£31,371) 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 computer spreadsheets, email and office software, as well as have the ability to work on their own initiative. Computer equipment is supplied. Must be able to store Council equipment and files at your home address in accordance with GDPR regulations.

The work entails acting as advisor to the council which involves learning the relevant parish legislation, dealing with correspondence, arranging Parish Council meetings, attending and taking minutes for these meeting and helping to administer the functions of the council. This may involve liaising with councillors, external bodies and the public. Preparing 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.

In addition, the Clerk will also be the Responsible Financial Officer to the council required to manage the council's income and expenditure, tax returns and Annual Audit.

The application pack is available from:

Parish Clerk, Church Fenton Parish Council, 10 Old Farm Way, Brayton, Selby YO8 9SZ

If you wish to discuss the post please contact the Clerk on 07981 371937

E-mail: [clerk@church-fenton.net](mailto:clerk@church-fenton.net)

Closing date for applications: Friday 24th January 2020

Interviews will take place week commencing 10<sup>th</sup> February.