

Arkengarthdale Parish Council

Vacancy for Clerk and Responsible Financial Officer

Arkengarthdale Parish Council seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer. The council manages the parish land in Arkengarthdale. In recent years it has organised flood recovery and resilience work following the flooding in 2019, and a volunteer delivery service during the Coronavirus pandemic in 2021. It is responsible for the annual Christmas lights at Langthwaite.

The ideal candidate will 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 is available.

The post is part time, averaging 17.5 hours per calendar month. Working mainly from home, the hours of work are flexible except for attendance at parish council meetings. These are held on the first Monday of every other month (January, March, May, July, September, November). Normally these are held at St Mary's Church, Arkengarthdale at 8pm.

The salary is £2192.40 per annum, in line with pay scale LC1(7) of the 2020-21 National Joint Council for Local Government Services (NJC) pay scales (i.e. 17.5 hours per month at £10.44/hour).

The successful applicant will have good communication, administrative and numeracy skills and will be able to use computer spreadsheets, email and office software. They will be able to work on their own initiative. Computer equipment is supplied. The successful candidate must be able to store Council equipment and files at their own 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 involves liaising with councillors, external bodies and the public. Other responsibilities include preparing council policies and procedures, and providing administrative support for the maintenance of areas within the parish that the council is responsible for, such as the parish greens and public seats, and liaising with the district and county councils on matters such as street lighting, household waste management and highways.

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

To apply, please email your CV to the clerk: arkengarthdalepc@gmail.com

Closing date for applications: 30 September 2021

If you wish to discuss the post, please contact the current clerk:
arkengarthdalepc@gmail.com