

Eskdaleside cum Ugglebarnby Parish Council (former Scarborough District)

Vacancy for Parish Clerk and Responsible Financial Officer

Eskdaleside cum Ugglebarnby Parish Council is a proactive Council that seeks a highly motivated, enthusiastic and well organised person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time, 40 hours per month. Working from home, the hours of work are flexible except for attendance at the monthly evening parish council meetings. The parish council meets on the first Monday of the month, with a recess in August. The parish council has 12 councillors, although currently there are 4 vacancies, who work together to obtain the best for the community.

Salary is in accordance with National Joint Council recommendations; however, the pay scale will be dependent upon qualifications and experience.

Key Responsibilities:

- Carrying out resolutions of the council
- Acting as advisor to the council, and ensuring the Council complies and is up to date with all relevant legislation, regulations, policies and procedures
- Preparation of the agenda and minute taking; dealing with incoming/outgoing correspondence, filing etc
- Undertaking delegated responsibilities as outlined in Standing Orders and Financial Regulations
- Updating the website
- Production of periodic newsletter
- Management of council assets including the public conveniences, seats, noticeboards etc; arranging and overseeing contractors in relation to maintenance of assets
- Liaising with other organisations and the principal authority, and meeting representatives when required to resolve any issues that arise
- As RFO, the Clerk manages the accounts, budgets, PAYE and prepares the AGAR

Prior relevant administrative, and ideally financial, experience is required. Must be IT literate and proficient in the Microsoft Office suite – a laptop is provided. Must be able to store Council equipment and files securely at your home address. The applicant must be able to communicate effectively with a wide range of stakeholders, be self motivated to work independently, but also be able to work together as part of the team for the benefit of the community. Training in all aspects of local government administration can be provided, although experience preferred.

Applications in writing by 31 October 2024 – covering letter and CV to be submitted to:

Eskdaleside cum Ugglebarnby Parish Council
E-mail: esk.ugg@gmail.com

For further information on the parish council, please visit the website:
<http://www.eskdaleside-cum-ugglebarnby-pc.org.uk>