

Clerk to the Council and Responsible Financial Officer

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Company: Doncaster Council

Location: Doncaster

Category: office-and-administrative-support

Job description

NORTON PARISH COUNCIL

Invites applications for the position of:

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Norton is very active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

This is a part-time post of 15 hours per week and the successful applicant will be based at their own home address except for attendance at meetings which are held in the Parish Rooms in Norton.

Duties will include managing both the council's administration and the services it provides for the people of the three villages of Norton, Campsall and Sutton. The role involves servicing council meetings, preparation of the agenda, minute-taking, compilation of correspondence, filing and accounts, as well as fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising the council and carrying out such other duties as are appropriate to the role of Parish Clerk.

There will be a need for the post holder to become familiar with legislation for the parish sector. The person appointed must be IT literate, able to use the Microsoft Office suite, will have use of a laptop computer and be able to store Council equipment and files at their home address.

Prior relevant experience in all aspects of local government administration, and holding the Certificate in Local Council Administration are clear huge advantages to applicants or being willing to access to training to obtain the qualification.

Salary scales have recently been revised and for this appointment fall within the NJC scale 24 – 28 which is from £17.16 to £19.05 per hour depending on qualifications and experience.

An application form and supporting information can be obtained from the present Parish Clerk, Dave Telford at to whom completed application forms should be returned.

The closing date for applications is 31st January 2024

Please note that CVs will not be accepted.

Interviews for the post will be held on Thursday 22nd February 2024 at Norton Community Hall, High Street, Norton DN6 9HD.

To discuss the post informally, please contact Mike Morgan, Chair, Norton Parish Council on 01302 700149.

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Cross References and Citations:

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